

BHS YEARBOOK STAFF JOB DESCRIPTIONS

EDITOR POSITIONS (no experience necessary, but appreciated).

Editor-in-Chief:

- Oversees theme development and the overall contents and design of the book.
- Makes budget decisions with the advisor, business manager and yearbook company representative.
- Manages staff assignments, deadlines, and structure.
- Gives final approval on all stories, layouts, and pictures.
- Troubleshoots and helps solve production problems.
- Leads opening and closing meetings of class each day.
- Supervises and grades (45% of grade) design editor, copy editor, photo editor, continuity editor and business manager.
- Responsible for final quality checks on all layouts.
- Leads class activities designed to boost moral, foster teamwork, and increase efficiency.
- Takes steps to recognize staff members for positive contributions.
- Professionally counsels staff members who are delinquent in their responsibilities. (Reads *One Minute Manager* and employs the principles.)
- Performs first draft and final quality check on all completed student work.
- Ensures all indexing is done after each deadline.
- Strives to delegate responsibility, when appropriate.
- Leads efforts to ensure all deadlines are met and staff members work diligently toward work completion.
- Works with copy editor to write opening, closing, division, endsheet, title page, and cover copy.
- Works with design editor and photo editor to design cover, endsheets, title page, opening and closing spreads, and division pages.

Managing Editor

- Reads the daily announcements for events to be added to the calendar. Maintains weekly, monthly, and yearly calendar of school events and yearbook deadlines.
- Sets and manages all deadlines.
- Keeps detailed records of pages due, pages shipped, proofs received, and proofs returned.
- Files schedules, page drafts, copy in appropriate page folders.
- Manages the ladder—updates, changes, page relocations.
- Keeps track of staff birthdays and special occasions and arranges appropriate celebrations.
- With the editor-in-chief and advisor, selects the “staff member of the week” and plans appropriate celebration.
- With the advisor, coordinates, plans, and makes any/all travel arrangements for state and national conferences.
- Maintains a printout of each page as it is sent out and creates a “mock yearbook.”
- Organizes all yearbook working materials and maintains supplies.
- Ensures all of the proof corrections are made by writers and designers.

Design Editor:

- Responsible for all aspects of the graphic design of the book, including layout concepts and completion of actual computer layouts.
- Supervises all page designs based on completeness, quality of work, and timeliness.
- Manages all computer page files and backups with help of advisor.
- Trains staff members in the operation of all applicable computer programs.
- Works with Editor-in-Chief to design cover, endsheets, title page, opening and closing spreads, and division pages.
- Designs fine arts magazine Kaleidoscope.
- Troubleshoots production problems relating to computer layouts or design issues.

Copy Editor:

- Responsible for all aspects of copywriting in the yearbook, including articles, sidebars, infographics, pull quotes.
- Provides editorial leadership to the staff and staff writers; takes personal responsibility for the quality of the written content in the yearbook.
- Works with editor-in-chief, staff writers and adviser to plan, execute, draft, review, edit and develop stories.
- Leads story planning and peer-editing sessions with writing staff.
- Reads and critiques all first, second, and final drafts of all copy before the Editor-in-Chief and the advisor, including spell checks, name spellings, and information accuracy.
- Works with Editor-in-Chief to write copy for cover, endsheets, title page, opening and closing spreads, and division pages.
- Supervises and grades (45% of grade) all copywriters based on completeness, quality of work, and timeliness.
- Ensures all copywriters complete all their copy corrections from proofs.
- Performs other duties as assigned.

Photo Editor:

- Supervises all photo work to be done for the yearbook, including quality of photos, film processing, and selection of best photos for layouts.
- Assigns photographers to photo subjects based on interest and ability. Shoots some assignments himself/herself.
- Develops and maintains a photo and negative organization system which will include:
 - Identification of all photo credits
 - Organization by subject of all photos
 - Labeling of all photos by roll and exposure number
 - Filing photo logs and caption notes with all photos
 - Filing of negatives by roll number and date shot
- Supervises and grades all photographers based on completeness, quality of work, and timeliness.
- Works with Editor-in-Chief to shoot/choose photos for the cover, endsheets, title page, opening and closing spreads, and division pages.
- Maintains darkroom supplies and supervises darkroom operations, including mixing chemicals, inventorying materials, safeguarding photo paper, supervising developing, and assigning darkroom cleanup.
- Is responsible for checkout and maintenance of all school-owned photo equipment.
- Performs other duties as assigned.

Graduates Editor:

- Responsible for the entire senior section.
- Responsible for coordinating senior ads sales
- Runs Senior superlatives, keeps updated and covers senior events.
- Responsible for name spellings and consistency of names on all pages.
- Performs other duties as assigned.

Sports Editor:

- Responsible for the content of the entire sports section.
- Communicates with coaches to obtain information about their teams, captains, season records, rosters, season highlights, and other information, as needed.
- Identifies and communicates with team captains, obtains captains' reflections, and provides them to the production staff for sports pages.
- Responsible for obtaining sports team score box records and inserting it into the reference section.
- Organizes and manages sports group photos and places them in the reference section.

- Responsible for organization and management of sports team rosters and inserts them into the reference section.
- Performs other duties as assigned.

STAFF POSITIONS: (no experience necessary).

Staff Writer:

- Meets all deadlines and copy requirements as set by Editor-in-Chief and Copy Editor.
- Writes in-depth, fresh, original copy. Uses different angles of coverage of events. Always keeps “what’s new/different/important THIS YEAR at THIS SCHOOL” and the theme as basis for copy.
- Conducts thorough interviews and digs for interesting, in-depth responses from interviewees.
- Consults with the page designer and photographer for the spread to develop ideas that work together—photos match copy match layout ideas.
- Types or save stories into the page folder on the computers according to the specs set forth by the editors.
- Spell checks and edits every story—spelling/grammar errors in final copy are points off a writer’s grade.
- Checks the correct spellings of names included in stories. Misspelled names are points off a writer’s grade.
- Works with copy editor, other staff writers and adviser to plan, execute, draft, review, edit and develop stories.
- Ensures 100% accuracy in story content by checking and rechecking information: facts, quotes, statistics, attributions, and narrative content.
- Avoids editorializing (writer’s opinion) and properly attributes information in stories.
- Maintains a personal portfolio which includes copies of all writing done for yearbook.
- Performs other duties as assigned.

Photographer:

- Meets all deadlines and fully completes all assignments.
- Shoots interesting, well-composed, original photographs. Looks for the original angle or perspective.
- Shoots a variety of photographs—student life, portraits and personal profile shots, sports, artistic, color and black and white.
- Shoots at least three different athletic competitions for each sports page assignment.
- Attains at least a 50% “usable” ratio on photos shot on assignment (e.g., 100/200 photos good enough to be considered for publication).
- Responsible for gathering caption information and writing the captions for all photos selected for publication.
- Downloads all photos and caption information to appropriately marked folders on the photographers’ computer.
- Works with the page designer; plans to shoot and select the best photos for each spread.
- Types/saves captions in the yearbook photo folders according to the specs set forth by the editors.
- Spell checks all captions – spelling errors are points off a photographer’s grade.
- Checks the correct spellings of every name included in every caption
- Shoots photos of yearbook staff activities and contributes photos to the staff end-of-year slideshow.
- Maintains a personal portfolio which includes copies/photocopies of all photos published for yearbook.

Designer

- Meets all deadlines and fully completes all assignments.
- Learns to operate Adobe InDesign/Herff Jones Design Suite computer programs at the competency level needed to be able to create and manipulate page designs with a minimum of assistance.
- Strives for fresh, original designs that enhance and reflect the overall theme and design concept.
- Consuls with the writer and photographer for the spread to develop ideas that work together—photos match copy match layout ideas.

- Saves designs into the yearbook page folder on the journalism “H” drive according to the specs set forth by the editors.
- Ensures all required elements are on a page, including finished copy, photo captions, photo numbers, design credit, photo credits, copy bylines, design elements, score boxes, sidebars, school name, job number, and color specs for that page.
- Performs final spell checks on all copy blocks using the spell check program in PageMaker.