

## **Job Description**

**Revised April 2018**

### **Editor-in-Chief**

- Start Date: one week prior to the first issue  
(1<sup>st</sup> issue typically the first Wednesday in September and/or the first day of classes)
- End Date: one week following the last issue  
(typically the first or second week of April)
- Pay: \$150 per issue
- Hours: Approx. 15 hours per week

### **Position Summary**

The primary purpose of this position is to be responsible for maintaining a vision of the newspaper, and for ensuring its continued production. Broken down, this means that the Editor in Chief leads meetings and communicates evenly with all of the Sectional Editors, writers and staff throughout the year to monitor progress and mediate decision-making. He/She will be responsible for setting print dates, meeting dates, and deadlines, and for overseeing the general administrative and organizational mechanics that the paper will use in the process of production. This includes acting as Chair of the Executive Committee to recruit staff for the Board consideration, reporting to the Board on all editorial and operational matters, coordinating the construction of all operational policies in unison with the Executive Committee and the Chair of the Board, coordinating the work of the sectional editors, creating contact lists, communicating with the printer, organizing for pre-design and post-design, and filling in any administrative gaps that need filling in order for the newspaper to happen. This might mean writing unassigned stories, taking photos, or designing the paper. He/She should help in the slightest with the solicitation of advertising space, unless absolutely necessary.

The Editor-in-Chief should help to supply and generate news ideas, help assign pieces, and take record of all proposed and assigned pieces for the given issue. He/She should keep any photographers informed of upcoming assignments, helping to link Sectional Editors / Reporters and Photographers. He/She should manage the editing process, making sure that each story is delivered to the proper Sectional Editor before going into the website or print and allowing ample time to edit before the finish of the final product. He/She should also help Sectional Editors communicate with writers if necessary.

The Editor-in-Chief keeps in mind the progress of the paper, its operations, and its budget, and uses all three to produce newspapers with concern for maintaining print dates, and improving the quality of the final product.

## **Responsibilities**

### **Publication of the Paper:**

- Ensuring that the paper is published according to schedule.
- Coordination and supervision of the production of the paper including layout, advertising, editing, photography and overall content. Ensuring that the paper is complete according to a reasonable time structure. Also coordinating the work of the Business Manager.
- Ensuring in conjunction with the sectional editors that all copy is properly edited and that material to be published is of a standard satisfactory to the Journal.
- Writing editorials whenever possible and working with Sectional Editors to develop story ideas.
- Must be present at all layout meetings to ensure quality of content
- Must be available for a minimum of 4 office hours/week (not including layout hours), to be posted outside the office.

### **Other Duties:**

- Acting as the official spokesperson for all staff decisions pertaining to the content of the paper.
- Raising any issues with the Managing Director
- Establishing with other editorial and non-editorial staff deadlines and procedures for week-to-week production of the paper.
- Acting as the first line of appeal for staff members and the student body when problems arise with the paper.
- Training new staff in editorial, and production techniques of the Journal.
- Ensuring, in conjunction with the Business Manager, that there are sufficient supplies for production.
- Verifying contributions, to count towards the requirements for society membership.
- All paid positions related to content are required to sign and abide by the Journal Team Charter, which outlines the expectations of each member, the processes for the production of the paper, the process for vetting content in order for it to qualify for publication.
- Attending all sessions where The Journal or The Journal staff are involved. Also attending editor's meetings, the AGM, The Journal board meetings, etc...
- Attending relevant training sessions/ opportunities as assigned by the The Journal Board of Directors.
- May be required to sign Non-Disclosure Agreements (NDA)

## **Qualifications/Required Training**

- Must be an active, registered student of Saint Mary's University at all times throughout the publication schedule (Sept-April)
- Effective, demonstrated leadership skills
- Excellent, demonstrated writing skills
- Excellent communication and organizational skills
- Knowledge and experience in Microsoft Office programs
- Knowledge and experience in website design and content management software considered an asset
- Photography skills and experience considered an asset

The job description of the Editor in Chief may be determined as conditions of employment and the terms within. The description is subject to change over time. The Editor in Chief shall perform such additional duties as are assigned from time to time by the The Journal Board of Directors.