

STAFF DUTIES AND RESPONSIBILITIES

2010-2011

SENIOR EDITOR IN CHIEF – *Michael Furey*

- *Requirement* – Position must be held by a Senior
- Communicates and works with the co-editor on all yearbook matters
- Coordinates the creation of a theme and brainstorms with staff members to for theme ideas
- Coordinates the dedication of the yearbook
- Organizes page ladder with co-editor, advisor and section editors
- Works with layout and design editors, section editors and staff members to incorporate theme throughout book
- Works with co-editor and layout editor to design folios and all theme pages, including opening, closing, divider pages, ads template, daily life, table of contents, etc.
- Establish and oversees system to track deadline progress and keep page ladder up-to-date
- Works with copy editor to develops a list of students already quoted and interviewed in copy to ensure that a maximum of students get covered
- Creates a positive atmosphere for staff and keeps staff focused during flex and afterschool
- Works with adviser and co-editor to make decisions
- Works with copy editor and co-editor to submit pages to the principal for approval, approximately one week prior to the plant deadline
- Along with co-editor, is responsible to maintaining the Holy Cross Yearbook's Facebook Account, ensuring all content and posts are appropriate (Holy Cross Yrbk)
- Along with co-editor, is responsible to maintaining the Holy Cross Yearbook's Gmail Email Account, ensuring emails are addressed properly and in a timely fashion (TheLanceHC@gmail.com)
- Determines where to hold the "final deadline" party after all deadlines are completed and received in the plant on time!

ASSISTING EDITOR – *Gaby Lisboa*

- Communicates and works with the editor on all yearbook matters
- Works with editor to coordinate staff training as need throughout the year
- Reviews pages with copy-editor, layout editor and editor for accuracy prior to plant submission
- Obtains approved pages from the principal and files them accordingly
- Works with editor to maintain an accurate page ladder
- Helps oversees system to track deadline progress and keep page ladder up-to-date
- Creates a positive atmosphere for staff and keeps staff focused during flex and afterschool
- Works with adviser and editor to make decisions
- Works with copy editor and co-editor to submit pages to the principal for approval, approximately one week prior to the plant deadline
- Along with editor, is responsible to maintaining the Holy Cross Yearbook's Facebook Account, ensuring all content and posts are appropriate (Holy Cross Yrbk)
- Along with editor, is responsible to maintaining the Holy Cross Yearbook's Gmail Email Account, ensuring emails are addressed properly and in a timely fashion (TheLanceHC@gmail.com)
- Works with yearbook secretary to keep accurate attendance records, accurate member contact information, and an up-to-date calendar of meetings

LAYOUT & DESIGN EDITOR

- Works with editor, co-editor and section editors to design layouts for each section
- Works with editor, co-editor and copy editor to establish a style sheet for all sections (font type, styles, sizes, colors, etc.,)
- Prints the template for each spread and files properly in the layout and design binder, marking font sizes and element placement values on the template
- Ensures the theme of the book is reflected on all pages
- Reviews all pages prior to page submission for error-free layouts (correct colors, element placement, font sizes and types, etc.)

COPY EDITOR – *Lauren Lesser*

- Works with the editor and co-editor to create a procedure for editing pages
- Edits (does NOT write) each story, caption and headline thoroughly
- If a re-write of an article is necessary, notifies the editor and co-editor
- Checks EVERY name in copy to ensure that it is spelled correctly
- Presents information at meetings that will assist members with writing or editing skills
- Reports copy progress to editor and section editors
- Works with editor to develop a list of students already quoted and interviewed in copy to ensure that a maximum of students get covered\

COVERAGE EDITOR

- Works with section editors, editor and co-editor to ensure equal coverage of all students
- After page submissions, updates and posts coverage report
- After page submissions, updates and posts list of students quoted
- Ensures that each student and faculty/staff member is featured **at least three times**

PHOTOGRAPHY MANAGERS – *Ryan Timken & Andrew O'Malley*

- Works with section editors, editor and co-editor to ensure coverage of activities and events
- Maintains an up-to-date calendar of events so photo opportunities are not missed
- Reports a event date, time or location changes to editor and co-editor
- Presents educational information at staff meetings that will assist members with photography
- Assigns photo requests to student photographers
- Works with editor and co-editor to develop an organization system for uploading, archiving, and marking which photos have been used (student pictures, photo company CDs, yearbook camera pictures, shared pictures, server, etc.,)
- Ensures that the yearbook camera is in working condition, batteries are charged, and the memory cards are clear of old photos
- Monitors the use of the yearbook camera and camera sign out sheet
- Works with Club Section Editor, editor and co-editor to create a club photo schedule

SECTION EDITORS (*Clubs, Senior, Portrait & Daily Life, Faculty & Staff, Activities, Sports*)

- Organize section ladder with editor and co-editor, and oversee production of pages in section
- Work with layout and design editor, editor and co-editor to create layout(s) for section
- Aim to achieve maximum coverage (cover as many students as possible)
- Creates a positive atmosphere for staff and keeps staff focused during flex and afterschool
- Set an example of leadership for all staff members and behave accordingly
- Review captions and headlines and ensure the layout of the pages remains intact
- Communicate the progress of section to the editor and co-editor by updating the page checklists
- Responsible for deadlines that correspond with section
- **Attendance Requirements**
 - Attend at least **1 flex** work session **every week** (*either 3rd or 4th flex period*)
 - Attend at least **3 after school** meetings **each month** (*general meetings or dinner meetings*)
 - Attend at least **1 chat** meeting **each month** (TBD)

CLUB SECTION EDITOR – *Maggie Buck*

- Responsible for all pages within the clubs section
- Works with photography manger, editor and co-editor to coordinate club group photos
- With the editor and co-editor, establish a filing system to store club information papers
- Looks for a new angle to each club's story assignment

SENIOR SECTION EDITOR – *Steph Wood*

- Responsible for all pages within the senior section (i.e. – Senior Daily Life, Senior Retreat, etc.,)
- Works with editor and co-editor to determine categories for senior favorites and senior superlatives
- Works with senior staff members on the senior history page(s)
- Responsible for accurately tallying votes for senior favorites and senior superlatives
- Coordinate and oversee the collection of senior portrait information (i.e. – quotes by portraits)
- Works with photography manager to schedule photos for senior favorites and superlatives

PORTRAIT & DAILY LIFE SECTION EDITOR – *Robert Acorn*

- Responsible for all portrait pages and daily life pages
- Works with moderator and copy-editor to ensure that ALL students names are spelled correctly
- Works with editor, co-editor and moderator to ensure all students have an up-to-date portrait picture
- Works with photography manager to determine and schedule daily life photo opportunities
- Works with layout & design editor, editor and co-editor to create layout for sections

FACULTY & STAFF SECTION EDITOR – *Brian Maloney*

- Responsible for faculty & staff section
- Work with editor to create categories for teacher superlatives, staff quotes, and questions for the staff survey
- Check to make sure we have portrait pictures of all teachers
- Work with photography manager to schedule student photographers

ACTIVITIES SECTION EDITOR – *Su Kim*

- Responsible for all pages in the activities section
- Works with photography manager and moderator to make sure photographers are covering activities and professional photographers are scheduled accordingly
- Coordinates the assignments and monitor progress of all activities pages
- Keeps a close eye on the school calendar so no events are missed

SPORTS SECTION EDITOR – *Amanda Elliot*

- Responsible for all pages in the sports section
- Obtains game scores and rosters from the athletic director and files them appropriately
- Works with photography manager and moderator to make sure photographers are covering special sports activities and professional photographers are scheduled accordingly
- Coordinates the assignments and monitor progress of all sports pages
- Maintains a list of students who have already been used for quotes and articles in the sports section, and shares this list with the copy editor

SUPPORTING STAFF MEMBERS (*Photographers, Photo Editors, Writers & Reporters, Layout & Design Assistants, Secretary*)

- Assume full responsibility of all assignments taken, including reporting and writing, photography, planning, designing and production tasks
- Follow chain of communication to receive assignments from editors
- Accept advice on assignments from editors and willing to improve where needed
- Develop an awareness of audience's needs
- Become familiar with production process
- **Attendance Requirements**
 - Attend at least **1 flex** work session **every 2 weeks** (*either 3rd or 4th flex period*)
 - Attend at least **2 after school** meetings **each month** (*general meetings or dinner meetings*)
 - Attend at least **1 chat** meeting **each month** (TBD)

YEARBOOK SECRETARY – *Mary Gomez*

- Keeps accurate attendance records of all meetings
- Monitors and records flex sign-in sheet
- Responsible for ensuring the staff calendar and the Yearbook Staff Facebook Group is up-to-date
- Takes minutes at designated meetings and posts them on yearbook website

STUDENT PHOTOGRAPHERS

- Take photos of daily life, sports, activities, clubs, special events, etc.,
- Certain designated photo assignments are eligible for service hours
- May use own camera or yearbook camera
- Must complete a 30 minute staff training on use of camera and general photography tips
- Required to sign-up for 1 **photography assignment** **each month**
- Student photographers are except from meeting attendance requirements

PHOTOGRAPHY EDITORS

- Remove red eye, edit out un-tucked shirts, brighten images, cut out background of photos, etc.,
- Must complete a 30 minute staff training on GIMP, Photo Shop, and Yearbook Avenue

WRITERS & REPORTERS

- Receive page assignments from editors and complete all aspects of the spread
- Write captions, write lead-ins and obtain quotes
- Some pages may include the writing of an article, which will require interviewing students

LAYOUT & DESIGN ASSISTANTS

- Work with layout & design editor, co-editor and editor to design layouts for spreads
- Create color schemes and help pick out fonts for the yearbook

COMMITMENT FOR EACH STAFF MEMBER

- Recognize the extra effort and hours it takes to meet deadlines with accuracy
- Recognize the meaning of RESPONSIBILITY to assure adviser and school administration that all material will be checked carefully to avoid any possible slander, libel, non-quoted opinions, and/or any copy which might not represent the best interests of the school
- Check print for spelling accuracy – if you are not sure, please look it up AND use **spell-check**
- Create a positive atmosphere and refrain from using poor language while working with yearbook
- Assist other staffers with their tasks and promote a team environment
- Check <http://hcteachers.org/yearbook> and your email weekly for updates
- If you are unable to meet attendance requirements, you must email or meet with the moderator and editor to make special arrangements