

JOB POSTING – SAIT Students' Association



Position: Photo Editor

Location: SAIT Main Campus

POSITION SUMMARY

Reporting to Publications Editor and Publications Manager, this position's primary focus is coordinating the photo content of the weekly student newspaper, The Weal. The photo Editor will serve in a leadership role for student volunteers, respond to photo requests from section editors and the Publications Editor, file photos in a timely manner and provide required caption information.

RESPONSIBILITIES

- Provide the Publications Editor with the high-quality photos necessary to publish a high-quality, visually compelling and engaging newspaper.
- Provide complete caption and credit info with image (as metadata).
- Meet all deadlines as determined by the publications editor.
- Contribute roughly 8-10 hours a week in the execution of duties (this will vary depending on content requirements).

DUTIES

The Photo Editor shall:

- Respond to photo requests.
- Ensure the paper has an engaging and content-related cover; whether photo, text, illustration or design based. Responsible for assigning and/or completing campus comment.
- Submit all photos (via ftp site) with complete caption and credit information and identifying file name. Final deadline for all photos is 9 a.m. on the Monday of each week to the publications editor. The deadline for Campus Comment is Friday at 4 p.m.
- Work with the web reporter, photographers and writers to provide original photos for theweal.com, Facebook and Twitter.
- Responsible for organizing and executing photo essays in print and online that are of interest and relevance to the SAIT community in at least six issues a year
- Develop and maintain a volunteer base to create content for features section.
- Proofread all sections of The Weal on production days (copy edit).

REPORTING RELATIONSHIPS

Reports to: Publications Editor, Publications Manager

Supervises: Volunteer photographers, staff photographers

QUALIFICATIONS

- Currently enrolled in SAIT program.
- Responsible, mature and dependable.
- Interest in news style writing.
- Good knowledge of CP style, copy-editing and journalism mechanics.
- Ability to find content and follow stories through to completion, maintaining a narrative
- Ability to find untold stories or unique perspectives relating to campus interests
- Ability to accept and give feedback.
- Strong understanding of our audience, their needs, interests and desires and a strong understanding of our brand.
- Ability to manage and train volunteers and writers.
- Excellent problem-solving skills.

Application:

- Please submit your cover letter, resume, references and one example of your work along with your winter semester class schedule to lambie.hamilton@edu.sait.ca **by 4pm Friday, February 10th, 2017.**