

## **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](mailto:lambie.hamilton@edu.sait.ca)