



PHOTO EDITOR

POSITION SUMMARY

Reporting to the Publications Coordinator and the Editor-in-Chief, the Photo Editor is primarily responsible for the coordination of photography, and curation of the visual aesthetic of the Weal. The photo editor will aim to make the Weal purposeful and informative to SAIT students by providing works of photojournalism accompanying stories featured throughout the Weal.

RESPONSIBILITIES

1. Provide the Weal with the photos necessary to publish a high-quality, visually compelling magazine.
2. Respond to photo requests and assignments.
3. Provide complete caption and credit information within each image's metadata for submission.
4. Meet all deadlines as determined by the Publications Coordinator, and the Editor-in-Chief.
5. Assign photo assignments in an organized fashion to staff photographers, and volunteers and provide feedback on their work.
6. Contribute in the execution of duties on a weekly part-time basis.

DUTIES

The Photo Editor shall:

1. Respond to photo requests.
2. Maintain and grow a volunteer base, including planning training sessions with the Editor-in-chief if necessary.
3. Ensure the magazine has an engaging and content-related cover; whether photo, illustration, or design based.
4. Submit all photos with metadata filled out appropriately.
5. Attend weekly pitch meetings prepared to discuss image needs.
6. Proofread the Weal on production days and provide final approval for print with a focus on photos.
7. Maintain complete, accurate, and up-to-date files of digital images.
9. Organize and execute photo essays in print and online that are of interest and relevance to the SAIT community once per print issue.

REPORTING RELATIONSHIPS

Reports to: Publications Coordinator, Editor-in-Chief

Supervises: Staff Photographers, volunteer photographers

QUALIFICATIONS

- Currently enrolled in a SAIT program.
- Must be familiar with photojournalism-industry standard workflow.
- Must have an in-depth knowledge of Photo Mechanic and Photoshop.
- Responsible, mature, and dependable.
- Visual thinker with an ability to support content with compelling images.
- Exceptional time management and organizational skills.
- Good communicator, possessing additional solid writing skills.

APPLICATION

Applicants are to email their cover letter, resume, and portfolio to theweal@gmail.com with the subject-line "Weal Photo Editor 2019- 2020" by Feb. 15, 2019.

