

Rotunda Yearbook Job Descriptions

All editor positions are appointed by the editor in chief. Editors must attend all staff meetings.

COPY EDITOR

The copy editor reports to the editor in chief and is responsible for:

1. Assigning all yearbook stories and coming up with interesting angles to approach those stories
2. Copy editing all stories, and making sure stories are seen by the Executive Director before publishing
3. Keeping track of story deadlines and communicating with staff writers to make sure assignments are understood and deadlines are met. He or she keeps an updated list of who has what stories with the editor-in-chief

LAYOUT EDITOR

The layout editor reports to the editor in chief and is responsible for:

1. Helping with all design decision-making and collaborating with staffers on their spread layouts.
2. The layout editor fosters continuity of design throughout book. He or she keeps an updated list of who has what spreads with the editor in chief.
3. The layout editor helps enforce deadlines, and is in charge of making sure
4. spreads are sent and received by the plant.

GREEKS SECTION EDITOR

The Greeks section editor reports to the editor in chief as well as the copy and layout editors. He/she is responsible for:

1. Determining the content of the section with help from copy and layout editors and editor in chief.
2. Assigning a designer to create appropriate templates for the section and make sure the design accommodates the copy and photos that should be featured in the section. The design should be creative and unique to the section.
3. Fostering quality copy. He/she outlines basic questions needing to be answered and possible angles for each story. He/she makes sure the copy featured in the section is edited in AP/*Rotunda* style. All copy must be fact checked.

4. Making sure the section is equipped with photos, whether by soliciting picture donations or requesting a photographer to cover an assignment.
5. Making corrections to spreads after review from the editor in chief and looks over the final spread hard copy before it is sent to press.
6. Distributing and obtaining the charters that allow coverage of Greek organizations, as well as communication with Greek presidents and historians to obtain the pictures and information necessary for completing the spreads.

ORGANIZATIONS SECTION EDITOR

The organizations section editor reports to both the copy and layout editors as well as the editor in chief. He/she is responsible for:

1. Working with a designer to create a specific and unique design for the organizations section. The design should feature photo boxes appropriately sized for the group photos as well as interesting feature shots to make the section one of quality and interest.
2. Working with photo editor to make sure organizations are given contracts and received by the set deadline.
3. Working with the editor in chief and photo editor to make sure group photos and candid photos are assigned. He/she must work out a schedule for each organization that fills out a contract to have their group photo taken.
4. Making sure names are written down when the photo is taken, and names must be checked before the spread is submitted.

PEOPLE (MUG SHOTS) SECTION EDITOR

The People Section editor reports to both the copy and layout editors as well as the editor in chief. He/she is responsible for:

1. Creating an interesting and attractive feature for the section.
2. Working with the layout editor and/or a designer to appropriately construct templates that accommodate all of the mug shots and well-placed features.
3. Making sure the features are completed by deadline. He or she must assign any necessary stories to writers and make appropriate photo requests. The editor makes sure the feature is put together in the best possible way on the spread with unique photos and strong copy.

4. The editor is responsible for checking the names of the students featured in the people section.

PHOTO EDITOR

The photo editor reports to the editor in chief and layout editor. He/she is responsible for:

1. Shooting, assigning, archiving and keeping up with the photo equipment.
2. Providing input into ideas for photo coverage.
3. Getting the photos ready for the yearbook for making sure all information on the pictures is accessible for cutlines to be written for all photos. The photo editor is also responsible for identifying people in pictures (especially if the focus of the picture is only on a few people).
4. Delegating photo assignments to photographers. He or she keeps a master calendar of all events and makes sure all campus events are covered. If an event does not have a photographer assigned to cover it, the editor covers the event.
5. Keeping files of the best photos for possible use in opening, closing, division and title pages. He/she reviews AP photos for use on the Year in Review spread.
6. Working with section editors, copy editor and editor in chief to coordinate photo and writing assignments. He/she keeps up with photo and section minideadlines.
7. Keeping track of *Rotunda* cameras and supplies. He/she also fosters cooperative relationship with *DC* photo editor, allowing for appropriate photo and assignment sharing.
8. Scheduling and running all photo staff meetings.
9. Enforcing the gathering of caption information by photographers. He/she reassigns or calls for re-shoots when necessary. He/she ensures that there is no duplication of photos between sections.
10. Arranging, along with the organizations editor and editor in chief, a group's photo time for its section. All organizations must be contacted and have an appointment time and location scheduled; their photo must be taken and names of people must be included and properly spelled. The photo editor works with the organization editor and editor in chief to make sure the photos needed are taken so that group's section is completed.