



Yearbook Staff Responsibilities

A job description that lists duties and responsibilities will guide each staff member. These elements are included in each job description below: Objectives of the position, job functions, duties, responsibilities and timelines, supervisory role, qualifications needed, attitude, interaction with other staff members, and measurable performance standards.

Editor-in-Chief Description

As an Editor-in-Chief you must have one free period per day, be able to stay after school on occasion, and be able to work with people. The main job of the editor-in-chief is to keep the section editors on task and to help them with any problems they may encounter. You will also have many of your own jobs, and must be able to work well under pressure and with a deadline. It is best if you have writing, and/or computer and graphic skills. You could also have a Co-editor with whom you should work and compromise well.

JOBS OF AN EDITOR-IN-CHIEF

1. Design a ladder diagram for the book or a page-by-page layout of what will be in the yearbook.
2. Design or have someone design a cover.
3. Come up with a theme and carry it throughout the book.
4. Layout all section divider pages, the editor's page, table of contents, title page, and the opening pages of the book. This includes laying out each page, choosing and cropping photographs for the pages.
5. You must be able to work with photographers, the publishers, faculty and staff, the student body, parents, businesses, and most importantly your staff and adviser.
6. You must be prepared to take on any jobs in other sections at the last minute.
7. Proofread everything.
8. Confirm with advisors, prepare agendas, and run weekly staff meetings.
9. Make decisions.
10. Help find an editor for the next year's book.

Managing/Production Editor

As the Managing/Production Editor you should be able to stay after school and work alongside the editor in chief in any way needed and take over when the chief is absent.

JOBS OF A MANAGING/PRODUCTION EDITOR

1. Know and understand the layout diversity in the book and assist other editors with layout.
2. Control the book's unity and be responsible for any

pages not assigned to section editor, such as the title page, division pages, and endsheets.

3. Maintain master layouts for each section of the book.
4. Make sure all special instructions are written correctly on each page.
5. Make sure all elements fit properly on each page.

Business Manager/Editor Description

As the Business Editor you should have an interest in business and money.

JOBS OF A BUSINESS EDITOR

1. It is your job to record every check that is received regardless of where it is from.
2. You must also record all cash that is received.
3. It is your job to bill those people who purchased ads.
4. You must keep count of how many people have purchased yearbooks.

You will have to work closely with the ad editors.

Copy Editor

As the Copy Editor you should be able to stay after school for a small amount of time each week and edit and assign stories.

JOBS OF A COPY EDITOR

1. Coordinate assignments with the editor-in-chief.
2. Approve headlines, captions, and special copy.
3. Familiarize staff with the style guide.
4. Make sure writers turn in two hard copies of their stories.
5. Edit stories and return within 24 hours.
6. Proof all copy for spelling, grammar, punctuation, capitalization, usage, and style consistency.
7. Maintain a file of feature ideas.
8. Communicate with editor on copy: length, headlines style, and special copy.
9. Write stories. Rewrite or reassign stories when necessary.



Photography Editor Description

As the Photography Editor you should have some knowledge of photography and it would be best if you have taken the class. You should have some free time and be able to stay after school for a small amount of time each week and attend some evening events.

JOBS OF A PHOTOGRAPHY EDITOR

1. Devise a filing system for photo editing.
2. Grade photo quality, determine photo categories, and sort photos accurately.
3. Devise a system so that you know which photos are being used and by whom, so there are no duplicates.
4. Devise a system for the distribution of film and cameras.
5. Make sure that each roll of film is developed promptly and that each role gets back to you on a timely basis.
6. Keep track of any photos donated or loaned by students and record who gave them to the yearbook staff. Return photos if requested to do so.

Help section editors recruit student photographers, with the help from Adviser.

Section Editor Description

As Section Editor, you must be able to stay after school on occasion, and be able to work with people.

JOBS OF A SECTION EDITOR

1. Work with the editor-in-chief to plan material covered in section and assign deadlines to pages.
2. Work with the design editor to plan visual execution of the section.
3. Work with the copy editor to plan and assign stories/coverage for section.
4. Work with the photography editor to plan and assign photo coverage for section.
5. Work with the production editor to monitor page progress.
6. Keep current section ladder and track page progress daily.
7. Choose photos for each spread.
8. Supervise section team.
9. Check spelling of every name on every page in section.
10. Do the final check before submission to the yearbook plant.

11. Work with the photographers to schedule portraits and group photos.

You will make proof corrections for section.

Index Section Editor Description

As the Index Section Editor most of your work will be done third and fourth quarter, although you may start earlier to make it easier for yourself. You may want a partner and should have at least one free period a couple days a week.

JOBS OF AN INDEX SECTION EDITOR

1. You must index every name on every page of the book.
2. You must then make printouts and begin to proofread.
3. Make sure that all names are spelled correctly and that none of the names are repeated under a nickname or incorrect spelling.