

Culture Editor

a. Editorial

Responsibilities:

- remaining abreast of arts news and issues on campus and notifying the Editor-in-Chief of events and issues when appropriate
- maintaining contact with various arts promoters and artists
- gathering, generating and assigning story ideas every week
- notifying the Photography Editor of relevant shoots, and filling out photo or graphics assignments for stories
- ensuring that all deadlines are met and followed up with contributors to help them with their research
- writing culture articles on a regular basis, though ensuring volunteer submissions provide the bulk of the section
- facilitating weekly section meetings
- preparing a detailed list of assigned stories, photos and graphics prepared for the weekly editorial meeting
- conducting a first edit on all stories for the section
- conducting three rounds of careful updates to the story file following copy editing
- drafting photo captions and headlines/subheadlines for the section

b. General

Responsibilities:

- participating in weekly Editorial Staff meetings
- assisting Editor-in-Chief, with fundraising, event planning and other events for the promotion of the Sheaf, in co-operation with the Outreach Director.

- maintaining an office presence
- continually training by reading newspapers, magazines and on-line publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities

c. Recruitment and Training:

- recruiting writers interested in reviewing and profiling all types of entertainment, literature, visual and performance arts, music, theatre, and new media art, especially those genres relevant to or consumed by Society members who are not served by mainstream publications
- meeting with arts writers as often as necessary to ensure that their skills are improving
- ensuring that arts writing guides are available
- maintain a list of volunteer culture writers and their interests
- recruiting volunteers to assist with the publication of the newspaper
- helping to train the following year's Culture Editor in April