

Graphics Editor

a. Graphics Design

Responsibilities:

- coordinating the creative design of all graphics in the newspaper
- setting up an information system to assign graphic images, including cartoons and to provide constructive criticism to volunteer graphic artists
- ensuring that all graphic elements are at proper half-tone values for printing (i.e., using gamma settings in Photoshop, Printing Inks Setup, Dot Gain Settings etc.)
- working with the Photography Editor to create a cover graphic for each issue
- collaborating with the Layout Manager to direct the overall design of the newspaper, when necessary
- creating advertisements for the paper when necessary, as determined by the Editor-in-Chief

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.
- recruiting voluntary personnel to assist in the publication of the Society newspaper
- maintaining an office presence
- continually training by reading newspapers, magazines and online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities
- training the following year's Graphics Editor in

April