

## **Photography Editor**

### **a. Editorial**

#### **Responsibilities:**

- notify the Editor-in-Chief and/or Ads and Business Manager if any new equipment is required
- maintaining an electronic archive of all photos shot over the year
- ensuring that cameras and equipment are properly maintained
- setting up an information system to assign photos and provide constructive criticism to volunteer photographers
- selecting a cover photo or collaborating with the Graphics Editor to design a cover graphic image
- ensuring that all photographic elements are at proper half-tone values for printing (i.e., using gamma settings in Photoshop, Printing Inks Setup, Dot Gain Settings etc.)
- ensuring that photos assigned by the Section Editors and Editor-in-Chief are ready by Tuesday afternoon at the latest

### **b. General**

#### **Responsibilities:**

- organizing photography seminars and workshops as determined by the Editorial Staff
- recruiting voluntary personnel to assist in the publication of the Society newspaper
- participating in weekly Editorial Staff meetings
- providing the Outreach Director with photos for social media when necessary
- 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 online publications and attending workshops and conferences
- upholding the reputation of the Sheaf while carrying out all activities
- training the following year's Photography Editor in April