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|  | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Managing Editor** |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | *The Silhouette* Editor-in-Chief |
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| **Remuneration:** | C5 |
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| **Hours of Work:** | 12-14 hours per week |

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| **General Scope of Duties** |
| The Managing Editor, in conjunction with the Editor-in-Chief, is responsible for overseeing the content of the newspaper. They shall manage editorial decisions made for content and participate in all aspects of content creation, editing and publishing. They will also serve a supervisory role for Section Editors and will guide them in the management of their sections. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function | 30% | * Supervise, in conjunction with the Editor-in-Chief, the staff members of the Silhouette, the Board of Publication, and the Silhouette volunteers * Participate in the hiring of Editors and Reporters (excluding the Editor-in-Chief, Production and Online) |
| Communications Function | 20% | * Voting member of the Silhouette Board of Publication * Voting member of staff meetings (that meets at least once annually) * Provide input for the editorial, editorial policy, focus, and style of the paper |
| Silhouette | 30% | * Edit articles prior to layout * Copy edit laid out pages * Write articles for the Silhouette as required |
| Production | 20% | * Make corrections and changes to laid-out pages * Help correct and improve content on the Silhouette’s website |

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| **Knowledge, Skills and Abilities** |
| * Computer knowledge is an asset (i.e. Adobe InDesign, Adobe Photoshop, Word, Wordpress) * Basic computer troubleshooting skills are an asset when equipment fails near deadlines * Editing skills * Writing skills * Interpersonal skills to relate with staff * Management skills * Knowledge of Media Law and Canadian Press style |

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| **Effort & Responsibility** |
| * Effort required to pay attention to detail * Effort required to maintain thought during long nights |

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| **Working Conditions** |
| * Silhouette office (open office with many computer terminals and a lounge) * Time demands may exceed stated hours of work * Late evening work involved |

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| **Training and Experience** |
| * Previous experience as an Editor with the Silhouette strongly preferred * Computer knowledge is necessary and training provided by working through the summer months is essential |

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| **Equipment** |
| * Computer equipment for layout and word processing |