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|  | JOB DESCRIPTIONPart-Time Manager |

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| **Position Title:** | ***The Silhouette* Editor-in-Chief** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | The Silhouette Executive Editor |
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| **Remuneration:** | Wage TBD |
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| **Hours of Work:** | TBD, recommended 16-18 hours per week from Ad-Hoc Committee |

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| **General Scope of Duties** |
| The **Editor-in-Chief** shall be responsible for the planning and implementation of The Silhouette, McMaster’s student-led newspaper. The **Editor-in-Chief** shall coordinate a team of like-minded students to create, organize and produce a weekly news publication for McMaster students that meets the mandate of the *Silhouette*. The **Editor-in-Chief** accomplishes this goal through supporting the Editorial and Multimedia teams, ensuring all articles meet Canadian Press Style, and actively ensure diverse voices are being represented within the *Silhouette* publication. The **Editor-in-Chief** willestablish a vision for *The Silhouette* with the Executive Editor and guide its Editorial and Multimedia teams towards the unified goals of the Service as a primary news source for McMaster students to learn information about the McMaster and Hamilton communities.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 30% | * Supervise the 14 staff members of *The Silhouette*, members of the Board of Publication, and *The Silhouette* volunteers in conjunction with the Executive Editor
* Conduct midterm and end of year reviews with all staff in conjunction with the Executive Editor
* Participate in the hiring of *Silhouette* staff members, including Digital Media Specialist
* Work alongside Executive Editor in develop, organize and administer training for *Silhouette* staff
* Supervise *Silhouette* staff on a day-to-day basis during publication schedule
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| Financial & Budgeting Function  | 10% | * Work with the Executive Editor to develop an annual budget plan and abide by the financial resources available to the Service.
* Regularly communicate with the Executive Editor on financial matters/inquiries.
* Co-signing authority with Executive Editor for all purchases
* Prepare Purchase Orders (POs) and Standing Orders as required within the designated shared file/folder.
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| Communications Function  | 20% | * Voting member of the Silhouette Board of Publication (shall call meetings at least once a month)
* Chair all *Silhouette* general meetings at least once weekly
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| Advertising & Promotions Function  | 5% | * Work with *Silhouette* Executive Editor and rest of staff to create innovative ways to push the *Silhouette* into the forefront of the student population
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| Editorial Function | 35% | * Layout of newspaper on computer
* Copyedit all articles of the *Silhouette*
* Creation of the run sheet of paper
* Publishing of summer edition of *The Silhouette* (without paid staff)
* Write articles for *The Silhouette* as required
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| **Knowledge, Skills and Abilities** |
| * Computer knowledge (i.e. Adobe Creative Cloud, Microsoft Office, WordPress)
* Editing skills
* Layout knowledge
* Management skills
* Writing skills
* Interpersonal skills required to relate with staff
* 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** |
| * Open office (with many computer terminals and a lounge)
* Time demands may exceed stated hours of work
* Late evenings
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| **Training and Experience** |
| * Minimum two years of experience with *The Silhouette* is required
* Previous experience as an Editor with *The Silhouette* is preferred
* Computer experience preferred
* Hands on training in summer months with Executive Editor
* Participation in annual MSU Management Training required (provided)
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| **Equipment** |
| * Computer equipment for layout and word processing
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