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|  | JOB DESCRIPTION  Part-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 |
| 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. |
| 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 |
| 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 |
| 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 |