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|  | JOB DESCRIPTIONPart Time Staff |

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| **Position Title:** | ***The Silhouette* Multimedia Editor** |
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| **Term of Office:** | September 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 |

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| **General Scope of Duties** |
| The Multimedia Editor is responsible for overseeing the design and layout of the newspaper both virtually and in-print. They shall advise and aid section editors on the appearance of the paper as it is being put together, and be responsible for the layout and graphics coordination from the Multimedia team. They will also act as a supervisory body to the Social Media Coordinator, ensuring a strong social media presence. The Multimedia Editor will work in tandem with the Editor-in-Chief to ensure the paper’s direction and goals are being met. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 20% | * Assist the Multimedia and Editorial team with layout responsibilities, sometimes having to troubleshoot the website
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| Online Content Function  | 25% | * Ensure that the website’s content is presented in a functional manner
* Work with relevant editorial staff members on video projects
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| Layout Function | 25% | * Layout of paper on computer
* Review all laid out pages
* Copy edit laid out pages with Editor-in-Chief
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| Design Function  | 30% | * Provide guidance and assistance choosing photos, graphics, fonts, and the organization of page layout.
* Work alongside new and returning staff helping them learn and improve design and layout knowledge.
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| **Knowledge, Skills and Abilities** |
| * Computer knowledge (i.e. Adobe InDesign, Photoshop, Illustrator, Word, Wordpress)
* Creativity and strong base of graphic design knowledge
* Social media literacy (Facebook, Twitter, Instagram, TikTok, etc.)
* Management skills
* Knowledge of Media Law and Canadian Press style is an asset
* Strong knowledge of SEO is an asset
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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
* Basic design training will be administered to teach Silhouette branding and layout templates
* 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
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