



The Silhouette
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MEMO

From the office of the...
Editor-in-Chief

TO: Executive Board
FROM: Andrew Mrozowski
SUBJECT: Recent *Silhouette* Operating Policy Necessitate JD Updates
DATE: March 18, 2022

To The Student Representative Assembly:

At the recommendation of the Campus Media Ad-Hoc Committee and *Silhouette* Board of Publication, we have updated our Operating Policy. Much of these changes are due to the recommendation of reorganizing the *Silhouette* to include a new full-time staff member to provide long-term support for the service — a criticism that past and current *Sil* student-opportunity position Editor-in-Chief has complained about the service.

Due to these Operating Policy changes, we've had to tweak some job descriptions to better reflect the new workflow and organizational structure of *the Silhouette*.

We've also had to drastically change the Editor-in-Chief as it has gone from being a Student-Opportunity Position (SOP) to a Part-Time Manager (PTM). We've also amalgamated our past positions of Online Editor and Production Editor, turning it into Multimedia Editor. This is because we've amalgamated both the Online and Production team as we look ahead to the future of the *Silhouette* as a digital publication.

We've also tweaked our volunteer positions a little to be more in-line with the current operations of our service. They were a little out of date. We've formally added a Photo Assistant position, similar to the Multimedia Assistant in lieu of having a Photo Editor/Reporter at the recommendation of the Campus Media Ad-Hoc Committee.

Please note that this changes have to be made to in order for the *Sil* to abide by the new Operating Policy.

If you have any questions about the recommend changes, please do not hesitate to reach out to me, eic@thesil.ca.

Andrew Mrozowski
(he / him)
Editor-in-Chief
The Silhouette



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Proposed Changes to Editor-in-Chief:

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Changed to reflect *The Silhouette Operating Policy* changes.

No longer a Student Opportunity Position, now a Part-Time Manager.

Supervisor:

The Silhouette Executive Editor as per new Operating Policy changes.

Remuneration:

The wage needs to be determined for this role as it is now a student-position.

Hours of Work:

The hours of work need to be determined for this role. The ad-hoc committee has recommended 16-18 hours per week based on the experience of current and past Editors-in-Chief, keeping in mind the business aspect of the role has been removed. As this new Editor-in-Chief role is a step up from our previous Managing Editor role due to having a wider scope of supervising, this makes sense to have an increased amount of hours as well.

General Scope of Duties:

Completely rewritten to identify the nuances of the role in conjunction with the new Executive Editor. The old job description was not even accurate to the current *Sil*.

Major Duties and Responsibilities:

Supervisory Function — Increased from 20% to 30% as the PTM will be looking after Multimedia now. The PTM will conduct hiring with the Executive Editor.

Financial & Budgeting Function — Decreased from 20% to 10%. Most financial and budgeting functions have been moved to the Executive Editor. The Editor-in-Chief is no longer the budget manager of the *Sil*.

Communications Function — The Silhouette now holds general meetings once weekly, as per all staff's contracts.

Advertising & Promotions Function — Decreased from 10% to 5%. Advertising and promotions have been moved to the Executive Editor. The Editor-in-Chief will focus on how to advertise the *Sil* to students, rather than to clients of the MSU.

Editorial Function (Previously "The Silhouette") — Increased from 30% to 35%. The original name of this category was not specific. It has been changed to better reflect the



role, which the largest component is actually working on the paper itself, and editing the articles.

Knowledge, Skills and Abilities:

Computer knowledge was out of date and featured programs that the *Sil* no longer uses. These programs have been updated in accordance with current *Silhouette* operations.

Training and Experience:

Added a minimum of two years of experience with the *Silhouette*. As the Editor-in-Chief, you should have a strong knowledge on how the paper operates and functions. These are not things that can be taught overnight, you should have a background actually working at the paper. This addition was recommended by the Campus Media Ad-Hoc Committee. Training will be done over the summer with the Executive Editor.

Proposed Changes To Multimedia Editor:

Changes to reflect *The Silhouette Operating Policy* changes.

The role is the amalgamation of the previous Online Editor and Production Editor positions.

Supervisor:

The Silhouette Executive Editor as per new Operating Policy changes

Remuneration:

Wage to be determined as it is technically a new position.

Hours of Work:

Hours to be determined as it is a new position.

General Scope of Duties:

Took the Production Editor scope and added elements from the Online Editor.

Major Duties and Responsibilities:

Supervisory Function — Decreased from 30% to 20%. As the role has amalgamated Online Editor and Production Editor, supervisory function has been updated to reflect.

Online Content Function — This was pulled from the Online Editor job description as it will be a critical part of Multimedia Editor's role.

Layout Function — Increased from 20% to 25% for duties to equal 100%.



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Design Function (previously Production function) — Removed “Production” function as we no longer have a production team at the *Sil*. Design is a more accurate depiction.

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Knowledge, Skills and Abilities

Added social media literacy as this will be a key part of the role since they supervisor the Social Media Coordinator. Knowledge of Media Law and CP style is not necessary for this role, but should be considered an asset. Strong knowledge of SEO is an asset was also added as the *Sil* will be strongly focusing on this in the future. Some skills were deleted that no longer reflect this role, nor its predecessor roles.

Proposed Changes to Arts & Culture Editor:

Updated to reflect new OP changes and better reflect the role.

Supervisor:

Sil no longer has a Managing Editor, rather an Editor-in-Chief

Major Duties and Responsibilities:

Research & Assignment of Stories — updated to say fact checking rather than being specific with “back issues of the *Silhouette*”

Writing Stories — Condensed as Editors shouldn’t really be writing stories, that is the role of Reporters and Staff Writers.

Editing — Updated Production Editor to Multimedia Editor

Layout — Added online and in print, rather than specifying the amount of pages as this changes each week.

Supervisory Function — Updated Staff Reporters to Staff Writers as we do not call them this at the *Sil*.

Communications Function — Section Editors no longer write department reports, but rather give updates through one-on-ones.

Proposed Changes to News Editor:

Updated to reflect new OP changes and better reflect the role.

Supervisor:

Sil no longer has a Managing Editor, rather an Editor-in-Chief

Major Duties and Responsibilities:



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Research & Assignment of Stories — updated to say fact checking rather than being specific with “back issues of the *Silhouette*”

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Writing Stories — Condensed as Editors shouldn't really be writing stories, that is the role of Reporters and Staff Writers.

Editing — Updated Production Editor to Multimedia Editor

Layout — Added online and in print, rather than specifying the amount of pages as this changes each week.

Supervisory Function — Updated Staff Reporters to Staff Writers as we do not call them this at the *Sil*.

Communications Function — Section Editors no longer write department reports, but rather give updates through one-on-ones.

Proposed Changes to Opinion Editor:

Updated to reflect new OP changes and better reflect the role.

Supervisor:

Sil no longer has a Managing Editor, rather an Editor-in-Chief

General Scope of Duties:

Removed a line that no longer pertains to the position.

Proposed Changes to Sports Editor:

Updated to reflect new OP changes and better reflect the role.

Supervisor:

Sil no longer has a Managing Editor, rather an Editor-in-Chief

Major Duties and Responsibilities:

Research & Assignment of Stories — updated to say fact checking rather than being specific with “back issues of the *Silhouette*”

Writing Stories — Condensed as Editors shouldn't really be writing stories, that is the role of Reporters and Staff Writers.

Editing — Updated Production Editor to Multimedia Editor



Layout — Added online and in print, rather than specifying the amount of pages as this changes each week.

Supervisory Function — Updated Staff Reporters to Staff Writers as we do not call them this at the *Sil*.

Communications Function — Section Editors no longer write department reports, but rather give updates through one-on-ones.

Proposed Changes to Staff Writer:

Updated this volunteer position to better reflect its role at the *Sil*.

Position Title:

We do not call this role a reporter position as it gets confusing with the paid reporter. We have called it a Staff Writer internally for years.

Term of Office:

We bring on staff writers all throughout the year. Doesn't make sense to only say September 1.

Supervisor:

Section Editors supervise the Staff Writers, not management.

Hours of Work:

Approx. 4-6 hours per week.

General Scope of Duties:

Updated for clarity of how the role works within the *Sil*. They are hired for a specific section and can write for others, rather than bouncing around.

Effort & Responsibility:

Name change.

Training and Experience:

Condensed the sentence a little bit.

Proposed Changes to Multimedia Coordinator:

Changed to reflect amalgamated Multimedia team.

Position Title:

Changed from Production to Multimedia.



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Supervisor:

Changed from Production to Multimedia.

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Remuneration:

Grid needs to be applied to this role. Used to be an hourly wage but this no longer reflects how the role operates.

Hours of Work:

Although JD says variable as assigned, the Editor-in-Chief has assigned 8 hours at the start of the year for the last two years. The JD should be updated to reflect this.

General Scope of Duties:

Name change.

Major Duties and Responsibilities:

Layout & Multimedia Function — name change

Other — name change. Removed “provide feedback” component as this role does not do that.

Communications Function — Name change

Working Conditions:

Work from home no longer required!

Proposed Changes to Multimedia Assistant:

Changed to reflect amalgamated Multimedia team.

Position Title:

Changed from Production to Multimedia.

Supervisor:

Changed from Production to Multimedia.

Hours of Work:

Although JD says variable as assigned, the Editor-in-Chief has assigned 4-6 hours at the start of the year for the last two years. The JD should be updated to reflect this.

General Scope of Duties:

Name change and removal of print product as it is written in layout and multimedia function. Removed “provide feedback” component as this role does not do that.

Major Duties and Responsibilities:

Layout & Multimedia Function — name change

Other — name change

Communications Function — Name change

Effort & Responsibility:

Removed “provide feedback” component as this role does not do that.

Working Conditions:

Work from home no longer required!

Proposed Changes to Photo Assistant:

New volunteer position based on past Photo Reporter, at recommendation of Campus Media Ad-Hoc Committee. This technically is not changing the Photo Reporter position, rather creating an entirely new one, but reducing the requirements of the paid role.

Proposed Changes to Social Media Coordinator:

Changed to reflect amalgamated Multimedia team.

Supervisor:

Name change.