**The Appalachian**

**Photo Editor**

**Job Description**

The Photo Editor manages a staff of photographers and is responsible for providing quality photographs and photo illustrations for the news, A&E, and sports sections of the editorial division, and for the advertising division as needed. The Photo Editor is appointed by the Editor in Chief in consultation with the Director of Student Publications. The Photo Editor is responsible to the Editor in Chief and Visual Managing Editor and shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit**, train, and manage a staff of three photographers.

2. **Work** with the news, A&E, and sports editors and assign photo shoots to photographers based on the stories proved by the other desk editors.

3. **Set and enforce** deadlines for photographers that meet production schedules and arrange staff work schedules to insure timely and efficient photographic content for the student newspaper and online newspaper.

**Day-to-Day Duties:**

1. **Work** with the news, A&E, sports editors in assigning and obtaining photographs for each issue.

2. **Work** with photographers to insure understanding of assignments.

3. **Enforce** deadlines.

4. **Coordinate** with photographers to insure timely production of needed photographs using available software.

5. **Maintain inventory** and oversee the assignment of camera equipment and supplies, and seek replacements and additions in consultation with the Director of Student Publications.

6. **Approve/Reject** any photographs submitted by non-staff sources.

7. **Undertake** all assignments for which no photographer is available for assignment.

8. **Train** and oversee photographers in preparing complete cutlines for each photograph.

9. **Attend** weekly staff meetings and editorial board meetings.

10. **Conduct** twice weekly photography staff meetings.