**The Appalachian**

**Visual Managing Editor**

**Job Description**

The Visual Managing Editor of *The Appalachian* is appointed by the Editor-in-Chief of the student newspaper in consultation with the Director of Student Publications. The Visual Managing Editor should have experience in design, photography and video production as well as good organizational and communication skills. This person should also possess the ability to work with people. The Visual Managing Editor is responsible to the Editor in Chief and shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit** and train a Graphics, Photo and Video Editor.

2. **Assist** the Graphics, Photo and Video Editor in recruiting and training a reportorial staff of designers, photographers and videographers.

3. **Set** deadlines for multimedia staff and editors that meet production schedules and arrange staff work schedules to insure timely and efficient multimedia content for the student newspaper to facilitate completion of all tasks by 8 p.m. on production days.

4. **Assist** the Graphics, Photo and Video Editor to determine graphic, photo and video assignments and oversight of production for each issue of the student newspaper.

**Day-to-Day Duties:**

1. **Review and Proof** all multimedia content produced by The Appalachian
2. **Assist** the Editor-in-Chief, Managing Editor and Graphics Editor in producing layout dummies for the graphic designers for each issue of the newspaper.
3. **Proof** all layout and multimedia content on pages/online before it is sent to the printer/published.

4. **Attend** twice-weekly editorial board meetings.