

The Appalachian Graphics Editor job description, 2016-17



The role

The Graphics Editor manages a staff of graphic designers and is responsible for providing infographics and handling the layout of the print publication twice per week plus any additional special sections or issues created by The Appalachian. The editor is appointed by the Editor-in-Chief in consultation with the Assistant Director for Student Media. The editor is responsible to the Editor-in-Chief and Visual Managing Editor.

Application instructions

Your complete application will include your completed application online, your current resume, and at least two samples of relevant work. Incomplete applications or applications received after the deadline will not be accepted. Application materials must be submitted via email to Carl Blankenship, incoming editor-in-chief, at blankenshipcr@appstate.edu. For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at dycheab@appstate.edu or 828-262-6252.

Responsibilities of the Desk

1. **Handle layout** of all pages of the printed issue of The Appalachian every Monday and Wednesday for production days/nights during the academic year.
2. **Create** infographics independently and in collaboration with desk editors.
3. **Meet** production schedules for producing the layout of the newspaper on time, as well as any special sections or issues.

Managerial Duties

1. **Recruit**, train and manage a staff of graphic designers to provide design of the newspaper and infographics for publication in print and online.
2. **Assist** the Editor-in-Chief, Managing Editor and Visual Managing Editor in creating a layout manifest for production days.
3. **Assign** page layout and infographics, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.
4. **Maintain and enforce** deadlines, including ensuring that The Appalachian is designed and completed according to the production schedule.
5. **Ensure** the layout for the printed newspaper is handled efficiently and in a timely manner, by arranging staff work schedules to ensure creative and quality design for the publication.
6. **Edit** infographics according to journalistic and ethical standards for publication in print and online.
7. **Undertake** all page layout and design assignments for which no designer is available to cover.
8. **Attend** twice weekly editorial board meetings.
9. **Lead** twice weekly desk meetings.
10. **Meet** with the visual managing editor and/or editor-in-chief to discuss story ideas, quality of visuals and coverage, and any problems related to the graphics desk.