

The Appalachian Photo Editor job description, 2016-17



The role

The Photo Editor manages a staff of photographers and is responsible for coordinating with desk editors to provide photos in conjunction with written content for publication in 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. **Provide** photos that accompany written content for publication both in the printed newspaper and for the website, working with desk editors and reporters to ensure photos are being assigned.
2. **Provide** regular photo essays, conceived and produced by the photo desk, which will inform readers and arouse reader interest.
3. **Edit** photos according to journalistic standards for both print and digital publication.
4. **Write** captions to accompany photos and captions and intro paragraphs to accompany photo essays.

Managerial Duties

1. **Recruit**, train and manage a staff of photographers to provide coverage pertaining to the campus and local community.
2. **Assign** photos to accompany stories, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.
3. **Maintain and enforce** deadlines.
4. **Edit** photos according to journalistic and ethical standards for print and digital publication.
5. **Undertake** all assignments for which no photographer is available to cover, including man-on-the-street interviews.
6. **Maintain** a regularly updated list of story ideas for future use.
7. **Attend** twice weekly editorial board meetings.
8. **Lead** twice weekly desk meetings.
9. **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 photo desk.
10. **Inventory** and oversee assignment of equipment, in conjunction with the visual managing editor.