**The Appalachian**

**Graphics Editor**

**Job Description**

The graphics editor of The Appalachian is appointed by the visual managing editor in conjunction with the editor-in-chief of the student newspaper. The graphics editor should have experience in layout and design utilizing Apple computer systems and suitable software, as well as good organizational skills. The graphics editor shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit** and train a graphic designers.

2. **Meet** production schedules and arrange staff work schedules to insure creative and quality design for the student newspaper and facilitate completion of all tasks by 8 p.m. on production days.

4. **Assist** the Editor-in-Chief, Managing Editor and Visual Managing Editor in creating a layout manifest for the production day.

5. Work with the desk editors in creating and assigning infographics.

**Day-to-Day Duties:**

1. **Ensure** that an issue of The Appalachian gets released every Tuesday and Thursday
2. **Ensure** that each section of the paper gets laid out on time

-A&E/Opinion/Photo Essay – Sunday and Thursday Sports/News/Classified – Monday and Wednesday

-Make sure all design style matches the style given by the VME

-Fonts, spacing, photo captions, etc

1. **Work** with graphic designers to assist and help them create pages
2. **Attend** all editorial board meetings
3. **Hold** desk meetings twice a week