**The Appalachian**

**Video Editor**

**Job Description**

The Video Editor manages a staff of videographers and is responsible for providing quality video coverage and features for the TheAppalachianOnline.com. The Video Editor is appointed by the Editor in Chief in consultation with the Director of Student Publications. The Video Editor is responsible to the Editor in Chief and shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit**, train, and manage a staff of videographers.

2. **Work** with the news, A&E, and sports editors, assign video coverage assignments to videographers based on the stories provided by the other desk editors.

3. **Brainstorm** ideas and create videos with unique and interesting topics.

3. **Set** deadlines for videographers that meet production schedules and arrange staff work schedules to insure timely and efficient video content for the online newspaper.

**Day-to-Day Duties:**

1. **Work** with the news, A&E, sports editors in assigning video coverage of events.

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

3. **Enforce** deadlines.

4. **Coordinate** with videographers to insure timely production of needed videos using available software and assist in video editing whenever possible.

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

6. **Undertake** all assignments for which no videographer is available for assignment.

7. **Train** and oversee videographers in preparing completeness for each video.

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

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