Job Descriptions for UCI Anthology

Editor in Chief

- Develops concept for yearbook’s theme and content and supervises all facets of Anthology production.
- Supervises assignments for all content; determines and ensures deadline compliance and thorough proofreading of all materials submitted; ensures style consistency and accuracy of printed material. Edits this material in conjunction with section editors.
- Responsible for performance of staff, including deadline adherence, style adherence, and adherence to the highest standards of journalism.
- Conducts regular (weekly) meetings with staff and with Advisor, keeping Advisor fully informed of all aspects of production and staff considerations. Oversees additional yearbook projects as assigned by Advisor.
- Coordinates balanced and thorough coverage of UC Irvine, ensuring diversity of coverage and a non-biased viewpoint. Staff training for awareness of libel and journalistic integrity provided if needed.
- Assists with recruitment and training of yearbook staff. Establishes with editorial staff annual “Rush Week.”
- Supervises all publishing requirements of Anthology. Answers to Advisor and works with yearbook representatives as necessary. Gives instruction to representative(s) on how to fix issues that may arise at the publishing plant with the help of the advisor.
- Serves as liaison between editors, staff, and Advisor. Maintains contact with Section Editors to make sure all aspects of the book are up to par, evaluates production processes, and makes suggestions for improvements.
- Meets with each editor to discuss sections’ production plans for the year prior to Week 1 of Fall Quarter.
- Attends all meetings (staff and editorial).
- Approves all layouts after Graphic Design editor.
- Creates ladder under supervision of Advisor.
- Responsible for working with Advisor and Managing Editor to hire new section editors at the start of the term and new Editor-in-Chief and Managing Editor at the end of the term.
- Edits all designs and copy to ensure pages are ready for submission by deadline.
- Ensures excellent computer file management and routine backups of all files.
- Ensures use of only fonts and software purchased by the yearbook staff or Student Government & Student Media.
- If the Editor-in-Chief resigns or is not able to fulfill his or her duties, the Managing Editor will be named by the Advisor as a replacement. Furthermore, if the Editor-in-chief does not meet high journalistic standards, does not fulfill other duties as assigned by Advisor, or misses deadlines, the Advisor, at his/her discretion, will remove the current editor from the position and will ask the Managing Editor to take over the duties of the Editor-in-Chief.

Managing Editor

- Constructs and maintains a master calendar that contains dates for:
  - Photo Shoots
  - Marketing Events
  - Deadlines.
• Provides academic course codes for all Publishing Interns.
• Responsible for performance of general staff, including deadline adherence, style adherence, and adherence to the highest standards of journalism.
• Oversees day-to-day operations of the yearbook.
• Must report to Editor-in-Chief on a weekly basis before general meeting.
• Reserve room for general meetings.
• Responds to general yearbook-related questions.
• Maintains a roster/contact sheet of entire staff.
• Leads in planning and execution of UCI Anthology “Rush Week” for the start of Fall Quarter.
• Receives and records weekly updates from editors on intern assignments. The updates detail what everyone is doing and stand outs to remember.
• In the event that an intern does not have an assignment, the Managing Editor will find and assign them a responsibility to complete.
• Sends out weekly emails about staff meetings and other important information.
• Plans bonding activities and socials for editors and entire staff every quarter.
• Serves as the liaison between editors and interns.
• Manages Publishing Interns (their status on assignments, attendance, performance, etc.).
• Backs up Editor-in-Chief.
• Works with Advisor and Editor-in-Chief to hire new section editors at the start of the term and new Editor-in-Chief and Managing Editor at the end of the term.
• Picks up food or rewards for staff if necessary.
• Periodically updates job descriptions to accurately reflect expectations for editorial staff.
• Attends all meetings (editorial and staff).
• Attends orientation meetings for Anthology editors prior to start of Fall Quarter.
• Must be able to meeting during the summer with Advisor and Editor-in-Chief.
• Must be able to stay on top of assigned tasks and delegate tasks to others.
• Must be able to follow directions.
• If for any reason the Editor-in-Chief is unable to fulfill his or her duties, the Managing Editor, as requested by the Advisor, will become the Editor-in-Chief.
• If the Managing Editor resigns or is not able to fulfill his or her duties, the Editor-in-Chief working with the Advisor will name a replacement. Furthermore, if the Managing Editor does not meet high journalism standards, does not fulfill assigned duties, or misses deadlines, the Advisor, at his/her discretion, will remove the current Managing Editor from the position and work with the Editor-in-Chief to select a replacement for the Managing Editor position.

Marketing Director

• Responsible for marketing the book to the student population as well as getting the name “Anthology” out to the greater community.
• Works with Advisor, editors, and marketing staff to plan marketing strategies and holds regular meetings with them.
• Creates advertising and outreach campaigns consistent with yearbook image to promote Anthology, Senior Portraits, Outstanding Professors Nights, Grad Expo, and any other Yearbook Events.
• Keeps track of all sales and marketing statistics
• Works with Graduates, University Life, Residence Life, Sports, and all other Section Editors to establish outreach flyer information.
• Develops and coordinates web marketing strategies with Advisor.
• Responsible for continuous search for new revenue sources and ways to gain access to a larger audience.
• Maintains contact with Section Editors to make sure marketing of Anthology is in line with the direction and theme of the book and that staff members are contributing to the marketing aspect of the book.
• Works with representatives to market photo shoots and Senior Portraits.
• Attends all meetings (editorial and staff).
• Meets with Editor-in-Chief and Managing Editor prior to start of term to discuss plan and organization.
• Plans and executes Grad Expo and Senior Sendoff along with tabling during graduation.
• Must be able to meet all deadlines and delegate to others.
• Oversees all financial aspects of the yearbook, including sales and distribution, and Senior Services activities.
• Works with the Advisor to prepare budget and plan business strategies.
• Implements the sales campaigns for yearbook and senior portraits.
• Assists in the recruitment of interns and paid staff.
• Keeps up and keeps a list of Yearbook sales.
• Meets with Advisor weekly.
• Must be able to stay on top of assigned tasks and delegate tasks to others.
• Must be able to follow directions.
• If the Marketing Director resigns or is not able to fulfill his or her duties, the Editor-in-Chief working with the Advisor and Managing Editor will name a replacement. Furthermore, if the Marketing Director high ethical standards, does not fulfill other duties as assigned by Advisor, or misses deadlines, the Advisor, at his/her discretion, will remove the current Marketing Director from the position and will ask the Editor-in-Chief to select a replacement for the Marketing Director position.

Design Editor

• Coordinates layout and design of the Anthology, ensuring a high-quality design that is integrated throughout the book and reflects thorough planning.
• Carries out the theme.
• Designs cover.
• Collaborates with editors, staff, and Advisor to integrate yearbook theme and Editor-in-Chief’s vision, and contributes design ideas to create a fluid design theme for the book.
• Assigns layout and design work.
• Coordinates content placement with other designers, yearbook editors, and Advisor.
• Reviews all submissions and develops a fluent artistic style throughout the Anthology, consistent with the Yearbook theme design.
• With the senior staff, supervises the creation of template and section plans.
• Ensures consistent style layout.
• Ensures use of only software and fonts that have been purchased by the yearbook or ASUCI.
• Responsible for the editing and integrity of all design elements in the book.
• Oversees Design Staff/Interns.
• Responsible for creating all templates for the Anthology and the CD/Online supplement.
• Must have an outstanding knowledge of Adobe InDesign and Photoshop software.
Edits for all design rules.
Reports to Editor-in-Chief and Managing Editor on a weekly basis.
Helps staff with basic rules of design and planning section design.
Trains staff with necessary programs (InDesign, Photoshop, etc.).
Attends all meetings (editorial and staff).
Meets with Editor-in-Chief and Managing Editor to discuss year prior to start of term.
Must be able to stay on top of assigned tasks and delegate tasks to others.
Must be able to follow directions.
Meets all deadlines as set by the Editor-in-Chief.
Do 1 all-staff workshop a quarter.
If the Design Editor resigns or is not able to fulfill his or her duties, the Editor-in-Chief working with the Advisor will name a replacement. Furthermore, if the Design Editor does not meet high journalism standards, does not fulfill assigned duties, or misses deadlines, the Advisor, at his/her discretion, will remove the current Design Editor from the position and work with the Editor-in-Chief to select a replacement for the Design Editor position.

Photo Editor

- Supervises photo staff and photo assignment procedures and all photographic work.
- Coordinates assignments for and trains new photographers with both professional photography, Adobe Photoshop and other professional photography editing programs.
- Assists in recruitment of new photographers.
- Assures coverage for all photographic assignments/requests.
- Designates photos for uploading to photo library.
- Uploads photos to the library.
- Oversees all aspects of the portfolio section of the yearbook.
- Reports to Editor-in-Chief.
- Organizes and maintains photo library.
- Selects persons for and maintains photo staff.
- Keeps his or her staff on tasks/assignments and delegates assignments.
- Must have flexible schedule for taking photos.
- Must be extraordinarily knowledgeable of all photography processes.
- Schedules photograph downloads onto yearbook computers.
- **Keeps track of all camera checkouts. Locks up all cameras each day.**
- Must be able to meet during the summer.
- Attends all meetings (editorial and staff).
- Meets with Editor-in-Chief and Managing Editor to discuss year prior to start of term.
- Must be able to follow directions.
- Do 1 all-staff workshop a quarter.
- After receiving photo requests, must respond to editor notifying them that their request has been received and which photographers will be covering it.
- If the Photo Editor resigns or is not able to fulfill his or her duties, the Editor-in-Chief working with the Advisor will name a replacement. Further, if the Photo Editor does not meet high journalism standards, does not fulfill assigned duties, or misses deadlines, the Advisor, at his/her discretion, will remove the current Photo Editor from the position and work with the Editor-in-Chief to select a replacement for the Photo Editor position.
Copy Editor

- Attends all meetings (editorial and staff).
- Meets with Editor-in-Chief and Managing Editor to discuss year prior to start of term.
- Do 1 all-staff workshop a quarter.
- Review all copy content submitted to both first submission and proofs prior to deadline
- Edits copy for style, grammar, and content by deadline
- Holds workshops to train staff on how to write and interview
- Works with staff and editors on revisions
- Add other stipulations that all editors with comply with
- Must be able to edit for all types of yearbook copy.

Section Editors

- Attends all meetings (editorial and staff).
- Meets with Editor-in-Chief and Managing Editor to discuss year prior to start of term.
- Do 1 all-staff workshop a quarter.
- Determine section plans, ladder, and content needs.
- Fill in content on ladder.
- Supervise assignment of all stories and solicitation of artwork and other content; ensure deadline compliance and thorough proofing of all materials submitted; ensure style consistency and accuracy of printed material.
- Serve as a liaison between senior editors, advisor, and other staff members.
- Work with all editors to integrate material and create a section that is stylistically consistent with the book concept.
- Assist in recruitment of new staff and also train new-coming interns.
- Ensure journalism integrity of stories and all other content.
- Conduct weekly meetings with staff, Editor-in-Chief, and Managing Editor.
- Must stay on top if tasks and delegate to other staff members.
- Update Managing Editor on status of interns weekly and alert Managing Editor of any important intern developments (good and bad).
- Must follow direction from Editor-in-Chief and Managing Editor.
- Is responsible and accountable for content on section pages. Must have content put on pages by the deadline (as defined by Editor-in-Chief).
- Must ensure completion of entire section by deadline time as determined by Editor-in-Chief.
- If the Section Editor resigns or is not able to fulfill his or her duties, the Editor-in-Chief working with the Advisor will name a replacement. Furthermore, if the Section Editor does not meet high journalism standards, does not fulfill assigned duties, or misses deadlines, the Advisor, at his/her discretion, will remove the current Section Editor from the position and work with the Editor-in-Chief to select a replacement for the Section Editor position.

Specific Section Editors

- Residential Life Section Editor:
• **Academics and Administration Section Editor:**
  - Works with photo editor to schedule group and individual photos of administrative and academic units who purchase space in the book.
  - Works closely with Advisor to draft contracts, manage payment options, etc.
  - Professionally e-mails and interacts with on-campus departments.
  - Reaches out to new offices on-campus units to see if they are interested in obtaining space in their book.
  - Keeps in good contact and communication with departments and the Advisor about page developments.
  - Collects content from departments who purchase pages and send departments proofs of their pages as requested.

• **Sports Section Editor:**
  - Interface with professional photographer assigned to take athletic shots and keep Editor-in-Chief and Advisor fully informed of his/her progress.
  - Ensures proper coverage of select sports teams along with completing feature spreads on noteworthy athletes.
  - Professionally communicates with team coaches and directors about how to obtain necessary content for pages.
  - Displays strong interviewing and sports-writing skills.

• **Graduates Section Editor:**
  - Gathers photos and narratives from Outstanding Professors and Students for inclusion.
  - Organizes and carries out Outstanding Professors’ Night along with the process of selection for Outstanding Professor.
  - Works closely along with Marketing Director to advertise the yearbook to seniors especially at senior events.
  - Interview and write feature stories on noteworthy seniors.
  - Be aware of the progression of Senior Portraits.
  - Have strong writing skills as well as ability to approach students and interview them.
  - Be willing to reach out to broaden senior coverage.

• **University life Section Editor:**
  - Assures photographic coverage of the academic year.
  - Works alongside staff to determine which events are worthy of coverage.
  - Is aware of campus-wide events and properly prepares for coverage of major ones.
  - Displays strong interviewing and story-writing skills.
  - Communicates with on-campus clubs and organizations for more details on popular events and their reporting.
Publishing Interns

- Must meet all designated deadlines
- Must fulfill all tasks assigned by Section Editors.
- Participate in “Work Weekends” as required.
- Attend training sessions during Yearbook Orientation.
- Must be able to follow directions.
- Attend all staff meetings. If unable to, required to follow attendance policy as specified by Managing Editor.
- Participate in 3 marketing hours, 1 social, and 1 cross-section event each quarter in addition to section assignments
- Any other mandatory coursework as designated by Managing Editor should also be completed.
- Receive the necessary course codes and sign up for 1.3 P/NP course credit.
- Practice journalistic integrity at all times with all assignments.
- Report to section editors every week and ensure they have at least 1 assignment per week.
- Help other sections and editors when necessary.
- Contact Managing Editor if serious issues arise.
- Must be a UCI undergraduate student.

Photo Publishing Interns

- Must meet all designated deadlines.
- When photos are assigned to a staff members, the staff member must:
  - Secure a camera and/or digital media for the assignments,
  - Arrive at the designated place for the photo in a timely manner,
  - Apprise the Photo Editor that the shot(s) has been taken.
- Must NOT delegate the photo assignment to another staff member without the express permission of the Photo Editor.
- Must download pictures from cameras to computers within 1 week following the event.
- Must fulfill all tasks assigned by Section Editors.
- Must help maintain photo file system on the computer/server and follow directions for the processes as given by the Photo Editor.
- Must become an expert in the use of digital cameras.
- Must maintain a flexible schedule to take on a minimum of five photo assignments in the fall and winter quarters. The minimum during the spring quarter will be variable.
- Must accurately record names of photo subjects and other information about the photo subjects as determined by the Editor-in-Chief with assistance of Publishing Intern assigned to cover event.
- Attend training sessions during Yearbook Orientation.
- Attend all staff meetings. If unable to, required to follow attendance policy as specified by Managing Editor.
- Participate in 3 marketing hours, 1 social, and 1 cross-section event each quarter in addition to section assignments
- Receive the necessary course codes and sign up for 1.3 P/NP course credit.
- Must be able to meet during summer.
- Must be able to follow directions
Photographers must supply their own digital cameras. Only high-resolution photos may be used for the printed Anthology; therefore, photographers must have a camera that can adequately record high-resolution images. If this is not possible, interns must arrange two days before an event a method for how they will obtain the necessary photos of proper resolution quality.