

Job Description

Photography Editor

Primary Function

The photography editor is responsible for the quality and content of all editorial photographs printed in the New University newspaper. The photo editor is responsible for ensuring that all editorial photos are of the highest quality possible before they are published in the New U. This position will also take full responsibility for the management of photos in uploading them to the New U server to be placed on the New U Web site. Must be willing to commit to every Sunday to be considered for this position.

Major Responsibilities

1. Assigns photo requests received from section editors
2. Assures that all assignments are shot and submitted by deadline
3. Selects the photos that go into the paper with section editor input
4. Solely responsible for enhancing photos in Adobe Photoshop before photos are published
5. Willingness to have ongoing training in Photoshop by Freedom Press trainer
6. Acts as liaison between photographers and section editors if problems should occur
7. Advises section editors of possible feature photos or photo essays
8. Handles all outside photo assignments
9. Ensures that photographs are kept in good order and organized accordingly
10. In charge of inventory of all photo equipment (cameras, lenses, etc.)
11. Attends tear-up meetings and participates in editorial board
12. Contributes constructive and helpful criticism to tear-up each week

Organizational Relationships

Supervised by editor-in-chief and managing editor
Supervises photographers

Required Meetings and Hours

- Attends weekly tear-up meetings –Wednesdays at 5:00 pm
- Attends editorial board meetings
- Presides over weekly Photo section meetings Mondays at 6:00 pm