Yearbook jobs

**Editor in Chief:** the Editor in chief or Co-editors-in-chief are in charge of the entire paper. They supervise what topics are covered, make sure the staff members are meeting their deadlines and standards of work, read and edit all stories before they go into the paper and approve the photos and layouts. The editors are also responsible for helping other staff members learn the skills they need to produce a successful paper, and any other tasks required to produce a quality yearbook. An executive editor should be responsible with a strong work ethic; strong at writing, photography and design; good at working with people and care about producing a quality book.

**Managing editor:** The next step down from editor in chief. The managing editors aid the EIC in making important decisions, proof the paper, helps other staff members.

**Business Manager:** Organizes senior ad sales and makes sure we make our advertising goal. Also in promotes book sales. Must be on staff at least one year. May also include duties of ad manager and distribution manager.

**Other editors:** The following jobs may be taken over by the EIC, the managing editor or have their own editor.

**Design editor:** Is in charge of the design for the yearbook. He or she helps decide on the final templates, organizes when and how templates are used, helps staffers with design and edits final layouts.

**Copy editor:** Helps staff with their writing. He or she works with editorial board and section editors on story topics, then helps the staff with writing their stories, sidebars and cutlines and edits finished pages for mistakes. He or she is in charge of making sure that all writing in the yearbook maintains a high quality. May include proofs manager

**Proofs manager:** Makes sure the proofs are getting corrected and sent back in three days.

**Distribution manager:** Is in charge of making sure the 2010 book gets distributed to the school and advertisers. Also helps staff effectively deal with feedback from last year’s book and helps Mrs. Saquella with yearbook contests. Must be on staff for at least one year.

**Ad Manager:** Helps organize ad sales and organizes/designs ad spreads. Also promotes book and baby ad sales.

**Ad Staff:** Assists Ad Manager.

**Section Editors:** Are in charge of over seeing a specific section (People, Index, Student Life, Academics, Sports, Senior Ads, Clubs). A section editor is responsible for making sure important and interesting stories are being covered in that section, the writing, photography and design is well done and well edited, that the deadlines for that section are being made and any other tasks required to complete the section.

**Event Coordinator:** The event coordinator or event committee makes sure the staff mood is appropriately brightened. He or she organizes staff social events, and other plans to keep the staff motivated.

**Environment Manager:** Organizes the room. Reminds people to keep it clean and organized. Generally maintains a good environment.

**Reporter:** All staff members have the responsibility of reporter. This includes coming up with story topics, writing questions, interviewing people, writing at least three drafts of their stories, taking photos, designing and laying out pages, selling ads, contacting advertisers, and whatever other jobs are required to put out a quality yearbook.