

## Editor-in-Chief, Blueprint Magazine

### Position Description and Priorities

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#### Position Description:

Hired by the President/Publisher, the *Blueprint Magazine* Editor-in-Chief is responsible for overseeing production of Blueprint on a monthly basis and ensuring all deadlines are met. The EIC hires and supervises the work of all Blueprint staff and volunteers.

**Reports To:** President and Publisher

**Supervises:** Blueprint staff and volunteers

**Term of Office:** May 1, 2021 to April 30, 2022 for approximately 15 hours/week

#### Responsibilities:

1. Responsible for hiring the management team and overseeing the hiring process for general volunteers
2. Ensure all volunteers are properly oriented and trained
3. Meet regularly with management team
4. Manage all direct report staff and ensure the effective supervision of all staff and volunteers
5. Ensure that all Blueprint staff and volunteers are informed of and compliant with WLUSP policy and code of conduct, etc.
6. Facilitate regular professional development activities for Blueprint staff and volunteers
7. Oversee and participate in activities undertaken to recruit and orient new Blueprint staff and volunteers
8. Conduct mid-year reviews with members of the management team
9. Prepare and manage Blueprint's budget
10. Attend all staff meetings unless due warning is provided to the President
11. Attend all meetings and conferences as required by the the President
12. Ensure that Blueprint Magazine is sent to the printer on time
13. Responsible for the overall production of Blueprint Magazine and [blueprintmagazine.ca](http://blueprintmagazine.ca)
14. Manages and oversees all uses or representation of the Blueprint logo or brand
15. Prepare reports for the Board of Directors (BOD) as required by the BOD or President
16. Prepare a year-end transition report for the next EIC of Blueprint Magazine
17. Any other reasonable duties as required by the President/Publisher.

## About department head positions:

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A publication's department head is responsible for ensuring the production of their publication and, where applicable, their publication's website. They are responsible for maintaining deadlines, overseeing production, maintaining consistent quality, preventing any instance of libel or plagiarism, preparing budgets, and managing staff and volunteers.

These roles give you the opportunity to grow your professional skills and challenge yourself in an environment focused on growth and development by creating high-quality products that are enjoyed by the Laurier and Brantford community.

This position will provide a great opportunity to build experience in media, student journalism and creative fields, and allow you the chance to be a part of one of the most inclusive, friendly, and fun organizations on the Laurier campus.

## Application requirements:

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If you would like to apply for this position, please send an email to [president@wlusp.com](mailto:president@wlusp.com) with the following requirements:

- Subject line "Blueprint Magazine Application: Editor-in-Chief"
- Resume (1 page, PDF)
- Platform (30-page maximum, PDF)

*A platform is your vision for the upcoming year. Include your goals for the publication, your experience/what you'll bring to the role, departmental structure, capital asset improvements and any details you feel should be included in your document.*

- Clearly state your name, year of study, contact information and the position you are applying for on a cover page
- Clearly label the sections of your platform
- In your platform, clearly outline all positions and roles within the publication you are applying for. As well, clearly state any changes you wish to implement within those positions or roles if applicable

Upon applying for the position, if successful, you will be contacted by Aaron Waitson, the current President and Publisher, to set an interview date/time.

