

## **Editor-in-Chief, The Keystone**

### **Position Description and Priorities**

**Reports To:** Editor-in-Chief, The Keystone

**Supervises:** The Keystone Volunteers

**Term of Office:** May 1, 2019 to April 30, 2020 for 15 hrs/week

**General Function:** Hired by the President/Publisher, the Keystone Editor-in-Chief is responsible for overseeing production of The Keystone and ensuring all deadlines are met. The EIC hires and supervises the work of all Keystone volunteers.

#### **Responsibilities:**

1. Attend weekly staff meetings to report progress within department to other WLUSP department heads
2. Oversee every aspect of the production of the Keystone
3. Use Adobe Illustrator, Photoshop and InDesign to create the yearbook. Ensure publication deadlines are met
4. Promote grad photos and yearbook sales to Laurier students
5. Hire, orient, train and manage volunteers
6. Any other reasonable duties as required by the President and/or the Executive Director