

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

### **Position Description and Priorities**

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#### **Position Description:**

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.

**Reports To:** President and Publisher

**Supervises:** The Keystone management staff and volunteers

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

#### **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

#### **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 “The Keystone 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.

