

The Amherstonian

Amherst Steele High School

Yearbook Editor job description

This position will provide editorial and production direction, and supervise student reporters, designers and photographers working for the Steele High School yearbook annual— **The Amherstonian**.

Applicant...

- must be highly competent in journalistic-style writing, grammar and English composition;
- must have demonstrated written and oral communication skills;
- must be familiar and comfortable using Macintosh iMac and Macintosh OSX, including experience with Jostens Yearbook Avenue, Adobe InDesign, Microsoft Word, and Adobe Photoshop preferred;
- must show good interpersonal skills, and demonstrate an ability to work with Steele students, faculty and administration.

Preference given to those with previous experience on *The Amherstonian* staff or another newspaper/ yearbook publication, or other journalism organization.

Dually, the editor must comply with established policies and guidelines of Steele High School, and:

- meet all publications deadlines;
- determine story content, design and packaging publication assigned as well as story, and design assignment and deadlines for completion;
- take responsibility for operating within established budget, including generation of advertising revenues and sales;
- determine content/ design of Front Page/ Acknowledgements, and copy edit all text;
- consult adviser on controversial editorial issues and make editorial decisions based on content;
- take responsibility for equipment, and office/ class access and security;
- order supplies and establish printing contracts with help of adviser;
- submit entries for regional competitions in a timely manner.
- represent the Yearbook to the public in a way that enhances the reputation of Amherst Marion L. Steele High School.
- attend the Jostens (or similar) summer yearbook workshop sponsored by the school.

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Editorial job application for The Amherstonian yearbook annual

Your Name:

Address:

Phone:

Cell Phone:

Email address:

Parents Names:

Complete the following as if it were a newspaper or yearbook page.

Do have any editor/newspaper experience? Yes No
If yes; describe where, when, and how:

Why did you choose to apply for this position?

Explain what characteristics you possess that would help you excel in this position?

What are your three greatest strengths?

How will these strengths assist you in doing this job?

Are you available during the summer for a yearbook workshop, or a class leadership retreat?

Submit up to three examples of your writing (this should be attached to this application separately from the above answers).

In your design and layout, use no more than three fonts, appropriate sizes, image format and modular design application using InDesign, or similar electronic design program, Google Docs, Pages, or Microsoft Word.