Editorial Staff

Digital Editor, "Web Editor"

The Web Editor is responsible for:
- Following the SPJ Code of Ethics
- Reading, following and, upholding Ka Leo's policies and procedures
- Maintaining a working familiarity with AP and Ka Leo style guides as well as BLOX and Google Docs
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Being available for general assignment coverage when necessary, especially for campus events
- Creating and enforcing deadlines and content guidelines/mandates for web
- Building and maintaining the content production process for web content and creating key checks to ensure quality control
- Enforcing a consistent standard of quality for all content packages
- Creating and enforcing guidelines and training modules accordingly
- Attending all meetings, including staff trainings, staff meetings, and other events
- Keeping track of analytics for web and maintaining a weekly report that analyzes the results
    - Creating training modules for all editorial staff members so that they may have a better understanding of web analytics
- Crafting ideas for web-exclusive content packages, issues, and organization and executing them (coordinate with video and social media departments at least once a week to establish project plans and ideas)
- Fill out weekly pay logs by Wednesday of the following week after publication date and submit to EIC for approval, if assigned by the EIC
- Attending all weekly editors meetings, presenting analytics from the website and various social media platforms from the two weeks

The Web Editor is paid on a biweekly stipend.

The Web Editor maintains final authority over all content packages on the web and may, at any time, remove something from BLOX or the website. All content-generating editors must abide by any guidelines created by the Web Editor in regard to content submission and process. The Web Editor is responsible for communicating to the Editor in Chief and Managing Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability. The Web Editor is required to have a minimum of 10 hours of desk/appointment time per week.

Print Editor, "Issues Editor"

The Print Editor is responsible for:
- Following the SPJ Code of Ethics
- Reading, following, and upholding Ka Leo's policies and procedures
- Maintaining a working familiarity with AP and Ka Leo style guides
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Being available for general assignment coverage when necessary, especially for campus events
- Creating and enforcing deadlines and content guidelines/mandates for print
- Building and maintaining the content production process for print content and creating key checks to ensure quality control
- Enforcing a consistent standard of quality for all content packages
- Creating and enforcing guidelines and training modules accordingly
- Attending all meetings, including staff trainings, staff meetings, and other events
- Crafting ideas for print-exclusive content packages, issues, and organization and executing them (coordinate with news, features, sports, photos and social media departments at least once a week to establish project plans and ideas)
- Plan and maintain special issues such as reaching out to external organizations for collaborations and maintaining themes
- Fill out weekly pay logs by Wednesday of the following week after publication date and submit to EIC for approval, if assigned by the EIC
- Attending all weekly editors meetings, presenting analytics from the website and various social media platforms from the two weeks.

The Print Editor is paid on a biweekly stipend.

The Print Editor maintains final authority over all content packages to be published in the print issues of Ka Leo. All content-generating editors must abide by any guidelines created by the Print Editor in regard to content submission and process. The Print Editor is responsible for communicating to the Editor in Chief and Managing Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability. The Print Editor is required to have a minimum of 10 hours of desk/appointment time per week.

Desk Editor (News, Features, Sports)

Desk Editors are primarily responsible for:
- Recruiting staff members and contributors for all positions
  - Being available to sit in on interviews for potential staff writers

- Being available for general assignment coverage when necessary, especially for campus events or assigning staff
- Meeting weekly quotas by producing and coordinating content packages for their respective desks
  - (amount)
- Enforcing a consistent standard of quality for all content packages
- Carrying out the responsibilities of managing the desk's logistics, including assigning staff members stories and handling story pitches secondary to assigned projects
- Creating and enforcing guidelines
- Possessing the capability to learn and use BLOX, Google Docs, and InDesign
- Maintaining a working familiarity with AP and Ka Leo style guidelines
- Handling hiring and managing a staff of reporters, including an associate, if necessary
- Attending all meetings, including staff trainings, staff meetings, and other events
- Producing stories throughout the semester. More quality stories are encouraged.
- Working with the Social Media Editor to produce content for social media platforms, as well as adding multimedia elements to stories and projects
- Cooperating with the print, photo, and social media.
- Attending all production days to edit content packages and make corrections
- Seeking content from all available sources
- Attending all weekly in-person editors meetings
- Schedule in-person desk meetings with all staff writers once a week
- Provide desk story progress to the Editor in Chief and Managing Editor at weekly in-person editor meetings
- Check the editor's email account at least once a day.
- Communicate through the editor's email account for all matters regarding Ka Leo.
- Checking their Trello board at least three-four times a week using their Ka Leo email account username.
- Utilizing Slack to communicate with staff writers
- Finding and connecting sources with writers in need if necessary
- Seeking feedback from readers
- Establishing a routine for processing content through Google Docs and Trello alongside EIC and ME
- Coordinating and establishing deadlines with staff
- Supervising the final selection of their department's material for each issue alongside EIC and ME
- Ensuring that final copy (online and print) is proofread for spelling errors, grammar errors, and accuracy prior to publication, alongside EIC, ME, and Chief Copy Editor
- Facilitate collaborations, shared content, and marketing with other student media programs (UH Productions, Hawaiʻi Review, KTUH)

The Desk Editor is paid on a biweekly stipend.

Desk Editors are responsible for following their content and deadline mandates or communicating to the Editor in Chief or Managing Editor in a timely manner about any inability

to complete any aforementioned job requirement prior to the duration of the period of inability.

Eight desk hours are required per week; one office hour must overlap with the Editor in Chief or Managing Editor. Additional hours encouraged.

Additional responsibilities for the News Editor:
- Working with contributing departments and offices on campus to solicit content (like the environmental group)
- Creating and enforcing deadlines and content guidelines/mandates for those outreach organizations.
- Submitting a news article within 24-48 hours or less upon request – as needed by story content

Additional responsibilities for the Sports Editor:
- Working with contributing departments and offices on campus to solicit content
- Creating and enforcing deadlines and content guidelines/mandates for those outreach organizations.
- Submitting game day articles within 24 hours or less upon request – as needed by story content
- Maintaining the Ka Leo Sports Twitter page with Social Media desk

Photos Editor

The Photos Editor is responsible for:
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Being available for general assignment coverage when necessary, especially for campus events
- Keeping track of equipment usage and ensuring that its usage is consistent with program needs
- Treating equipment with care and maintaining equipment for optimal use
- Hiring and maintaining a staff of photographers, including an associate, if necessary
- Meeting weekly quotas by producing and coordinating content packages for their desk
- Enforcing a consistent standard of quality for all content packages
- Carrying out the responsibilities of managing the desk's logistics
- Creating and enforcing guidelines
- Attending all meetings, including staff trainings, staff meetings, and other events
- Working with the Social Media Coordinators to produce content for all social media platforms as well as ensure that all content has quality photography
- Cooperating with both Print and Social Media
- Producing content throughout the semester. More quality photo assignments are encouraged.

- Scheduling in-person desk meetings with all staff photographers once a week
- Providing desk photo progress to the Editor in Chief and Managing Editor at weekly in-person editor meetings
- Attending production when necessary to edit content packages and make corrections as well as check on photos
- Building up Ka Leo's file photo database, recruiting staffers to add more photos for future use
- Attending all weekly in-person editors meetings
- Working with staff photographers on photo packages/assignments.
- Checking the editor's email account at least once a day.
- Communicating through the editor's email account for all matters regarding Ka Leo.
- Checking their Trello board at least three-four times a week using their Ka Leo email account username.
- Establishing a routine for processing content through Google Drive and Trello, along with EIC and ME
- Facilitating collaborations, shared content, and marketing with other student media programs (UH Productions, Hawai'i Review, KTUH)
- Maintaining equipment management and log
- Working with the ME to maintain photography staff pay log
- Submitting a photo package within 24-48 hours or less upon request – as needed by story content

This position is paid by biweekly stipend. Six desk hours are required per week, one office hour must overlap with the Editor in Chief or Managing Editor. Additional appointment hours encouraged.

The Photos Editor is responsible for following their content and deadline mandates or communicating to management staff in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Video Editor

The Video Editor is responsible for:
- Maintaining a working familiarity with AP and Ka Leo style guides
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Being available for general assignment coverage when necessary, especially for campus events
- Keeping track of equipment usage and ensuring that its usage is consistent with program needs
- Treating equipment with care and maintaining equipment for optimal use
- Hiring and maintaining a staff of video coordinators

- Generating a running list of events that are coming up in the community for print/video/web to prepare coverage
- Producing a minimum of one video package per week (with interview(s) for web or print if applicable). More videos are encouraged.
- Meeting weekly quotas by producing and coordinating content packages for their desk
- Enforcing a consistent standard of quality for all content packages
- Carrying out the responsibilities of managing the desk's logistics
    - Compiling and reporting on Youtube analytics
- Creating and enforcing guidelines and training modules accordingly
- Being able to pass all required training modules
- Attending all meetings, including staff trainings, staff meetings, and other events
- Working with the Web Editor and Social Media Editor(s) to post and promote content on all social media platforms
- Working collaboratively with the Social Media Desk to create videos and other multimedia elements for projects and stories
- Attending all weekly editors meetings
- Facilitating collaborations, shared content, and marketing with other student media programs (UH Productions, Hawaiʻi Review, KTUH)

This position is paid by biweekly stipend. Six desk hours are required per week, additional appointment hours encouraged.

The Video Editor is responsible for following their content and deadline mandates or communicating to management staff in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability. The Video Editor shall be responsible for approving all videos produced by their desk before they are published. The Editor in Chief, Managing Editor, and any other editor designated by the management team shall have the authority to approve videos for publication.

Chief Copy Editor

The Chief Copy Editor is responsible for:
- Assisting the organization in tabling at events if needed
- Recruiting staff members and contributors for desk positions
- Hiring and managing a staff of copy editors and interns, including an associate, if necessary
- Learning/knowing, teaching and enforcing AP style (or Ka Leo style) guidelines to maintain a consistent style across all content platforms (Knowing AP Style is not a requirement to be hired as it can be taught quickly)
- Working with the Print and Web Editors and being actively involved in that process
    - Sports articles are to be edited with the same expectations as News and Features
- Fact-checking stories for both web and print
- Being one of the final checks on both print and web content

- Attending all print production days
- Attending all weekly in-person editors meetings
- Establishing and maintaining a schedule for print production to ensure there is a staff copy editor and Chief Copy/Associate Copy Editor
- Maintaining and updating the Ka Leo O Hawaiʻi Styleguide
- Reporting desk staff hours to the Editor in Chief within two days after production

The Chief Copy Editor is paid on a biweekly stipend.

The Chief Copy Editor reports to the Editor in Chief and Managing Editor. The Chief Copy Editor is responsible for communicating to the Editor in Chief and Managing Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Six hours are required per week, one office hour must overlap with the Editor in Chief or Managing Editor. Additional appointment hours encouraged.

Social Media Editor

The Social Media Editor is responsible for:
- Managing the Social Media Team and holding weekly in-person team meetings
- Working collaboratively with editors, writers, and other student media groups to incorporate multimedia elements including photos, videos, and graphics into their stories
- Growing Ka Leo's engagement and SM presence
- Working with the EIC and ME to create a SM plan that aligns with print production schedule and engagement goals
- Overseeing Ka Leo's Social Media Team
- Tracking SM analytics and compiling weekly reports
- Recruiting staff members for Social Media Team
- Being available for general assignment coverage when necessary, especially for campus events, or assigning staff to go in their place
- Working with the Hawaiian Affairs Director to incorporate Ka Leo Hawaiian Local Style Guide and Hawaiian Affairs into social media platforms
- Creating and enforcing deadlines and content guidelines/mandates for SM platforms
- Enforcing a consistent standard of quality for all content packages, Ka Leo's social media policy, and the SPJ code of ethics
- Creating and enforcing guidelines and training modules accordingly

- Attending all meetings, including weekly in-person editor meetings, staff trainings, staff meetings, and other events
- Having at least one person dedicated to running each platform
- Overseeing the Ka Leo Sports page
- Ensuring team members monitor posts for 15-20 minutes after posting/tweeting/etc. for max engagement

The Social Media Editor is paid on a biweekly stipend. Three desk hours are required per week, one office hour must overlap with the Editor in Chief or Managing Editor. Additional appointment hours encouraged.

The SM Editor maintains final authority over all content packages on SM platforms. All content generating editors must abide by any guidelines created by the SM Editor in regards to content submission and process. The SM Editor is responsible for communicating to the Editor in Chief and Managing Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Six desk hours are required per week, one office hour must overlap with the Editor in Chief or Managing Editor. Additional appointment hours encouraged.

Design Editor

The Design Editor is responsible for:
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Hiring and managing a staff of designers and design interns, including an associate, if necessary
- Coordinating with any and all Advertising Design staff to ensure that all content is consistent for design purposes
- Creating the proper training module for all incoming design interns
   - Will work with Advertising Design staff on a cooperative training module for both sides (Editorial and Advertising)
- Crafting the quality and look of Ka Leo via logos, concepts, print design, etc.
- Creating guidelines as necessary to help staffers in both present and future staff
- Participating in and heading certain aspects of print production
- Attending all print production days
- Attending all weekly in-person editors meetings
- Reporting desk staff hours to the Editor in Chief within two days after production
- Working collaboratively with the digital media desks to create graphics and other design elements for projects and stories

The Design Editor is paid hourly.

The Design Editor reports to the Editor in Chief and Managing Editor. The Design Editor is responsible for communicating to the Editor in Chief and Managing Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

The Design Editor is required to be in the office for three hours every week. They are required to be present during production week.

Comics Desk Editor

The Comics Desk Editor is responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Attending weekly editorial desk meetings to discuss ideas for comics content in Ka Leo.
- Establishing a routine for processing content through Google Drive and Trello alongside EIC and ME
- Coordinating and establishing deadlines with staff
- Supervising the final selection of their department's material for each issue alongside EIC and ME
- Ensuring that final copy (online and print) is proofread for spelling errors, grammar errors, and accuracy prior to publication alongside EIC, ME, and chief copy editor
- Maintaining contact with other comic artists to create cohesive content that does not overlap with one another.
- Working closely with the Copy and Design Desk to ensure quality control over content.
- Creating content for every print issue as well as any other comic type of content for Ka Leo.
- The Comics Editor should maintain availability during print production.

The Comics Editor is required to be in the office for three hours every week.

Hawaiian Affairs Coordinator

The Hawaiian Affairs Coordinator is responsible for:
- Attending all meetings, including weekly in-person editor meetings, staff trainings, staff meetings, and other events
- Working with the Hawaiian Studies department, the Journalism department, Hawaiʻi Review, and any others who have a stake to create a Ka Leo Hawaiian Local Style guide
- Working collaboratively with Ka Leo staff to incorporate Ka Leo Hawaiian Local Style Guide into their products
- Growing a Native Hawaiian base for monthly Hawaiian columns
- Working with Editor in Chief and Managing Editor to create and maintain a schedule for the monthly Hawaiian column

- Working with the Social Media Director to incorporate Ka Leo Hawaiian Local Style Guide and Hawaiian Affairs into social media platforms
- Being available for assignment coverage for Hawaiian Affairs or a Hawaiian column when necessary, especially for campus events, or assigning staff to go in their place
- Assisting the Editor in Chief and Managing Editor to incorporate Hawaiian Affairs into the website
- Creating and enforcing deadlines for columns, and a backup if deadlines aren't met by guest columnists
- Maintaining expectations with guest columnists, the Hawaiian Studies department and Native Hawaiian students, faculty, and staff on when the local style guide can be used or not and reasoning behind those decisions

The Hawaiian Affairs Director is paid on a biweekly stipend. Three desk hours are required per week, additional appointment hours encouraged.

Associate Editorial Staff

Associate Desk Editor (News, Features, Opinions, Sports)

The Associate Desk Editor is responsible for:
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Being available for general assignment coverage when necessary, especially for campus events
- Meeting weekly quotas by producing and coordinating content packages for their respective desks
- Enforcing a consistent standard of quality for all content packages
- Being able to pass all required training modules
- Maintaining a working familiarity with AP and Ka Leo style guidelines
- Possessing the capability to learn and use BLOX, Google Docs, and InDesign
- Attending all meetings, including staff trainings, staff meetings, and other events
- Working with the Social Media Editor to post and promote content on all social media platforms
- Cooperating with both the Print and Web Editors
- Attending all production days to edit content packages and make corrections
- Seeking content from all available sources
- Assisting their Editor in carrying out their responsibilities as necessary
- Attending all weekly editors meetings
- Checking the editor's email account at least once a day.
- Finding and connecting sources with writers in need if necessary.

Associate Desk Editors are required to have four desk hours; paid by a biweekly stipend.

The Associate Desk Editor is responsible for communicating to their Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Associate Photos Editor

The Associate Photos Editor is responsible for:
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Being available for general assignment coverage when necessary, especially for campus events
- Keeping track of equipment usage and ensuring that its usage is consistent with program needs
- Treating equipment with care and maintaining equipment for optimal use
- Creating and enforcing guidelines and training modules accordingly
- Being able to pass all required training modules
- Attending all meetings, including staff trainings, staff meetings, and other events
- Working with the Web Editor and Social Media Editors to post and promote content on all social media platforms as well as ensure that all content has quality photography
- Attending production when necessary to edit content packages and make corrections as well as check on photos
- Building up Ka Leo's file photo database, recruiting staffers to add more photos for future use
- Attending all weekly editors meetings

Associate Photos Editors are required to have three desk hours; paid by biweekly stipend.

The Associate Photos Editor is responsible for communicating to their editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Associate Chief Copy Editor

The Associate Chief Copy Editor is responsible for:
- Assisting the organization in tabling at events if needed
- Recruiting staff members and contributors for desk positions
- Hiring and managing a staff of copy editors and interns
- Learning/knowing, teaching, and enforcing AP style (or Ka Leo style) guidelines to maintain a consistent style across all content platforms (Knowing AP Style is not a requirement to be hired as it can be taught quickly)
- Working with the Print and Web Editors and being actively involved in that process
- Fact-checking stories for both web and print

- Being one of the final checks on both print and web content
- Attending all print production days
- Attending all weekly in-person editors meetings in place of Chief Copy Editor, if needed
- Reporting desk staff hours to the Editor in Chief within two days after production

The Associate Chief Copy Editor is paid on a biweekly stipend.

The Associate Chief Copy Editor reports to the Chief Copy Editor. The Chief Copy Editor is responsible for communicating to the Chief Copy Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Desk/appointment hour requirements set by the Chief Copy Director.

Associate Design Editor

The Associate Design Director is responsible for:
- Assisting the organization in tabling at events
- Recruiting staff members and contributors for all positions
- Assisting the Design Editor in carrying out all of their responsibilities as necessary
- Attending all print production days
- Attending all weekly editors meetings

The Associate Design Director is paid hourly. May require some weekend work during print production.

Desk/appointment hour requirements set by the Design Editor. The Associate Design Editor is responsible for communicating to the Design Editor in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.

Staff

Staffers are paid on a biweekly stipend except for the design team, which is paid hourly.

Junior Staff Writer

Junior Staff Writers are responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Working with the Desk Editor to determine an appropriate timetable for their submissions
- Staying in contact with Desk Editor and communicating on a regular basis
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor

- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability – writers should do at least two rounds of self-edits before submission
- ***Writing at least 300 words per article***
- ***Having a minimum of two sources per articles***
- **Writing at least one article every two weeks – exceptions for finals week, winter/summer breaks, and other unplanned events to be communicated with Desk Editor**

To be considered for promotion to Staff Writer, writers must:
- Submit articles on deadline
- Have decreasing edits each week by Desk Editor, showing writer is progressing
- Have attended all required meetings unless pre-coordinated with Desk Editor
- Need to have been a Junior Staff Writer for at least three months
- Have written at least five articles (including one in the opposite desk for writers in news and features — does not apply to sports writers)

Process could be shorter depending on the EIC/ME recommendation and/or Desk Editor recommendation.

Staff Writers

Staff Writers are responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Working with Desk Editor to determine an appropriate timetable for their submissions
- Staying in contact with their Desk Editors and communicating on a regular basis
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability – writers should do at least two rounds of self-edits before submission
- Writing at least 300 words per article
- Having a minimum of two sources per articles
- Writing at least one article every week for news or one article every two weeks for features (includes sports news and features) – exceptions for finals week, winter/summer breaks, and other unplanned events to be communicated with Desk Editor
- Write proper captions/cutlines for any photos submitted
- Embedding all needed IPTC metadata in any photos submitted

To be considered for promotion to Senior Staff Writer, writers must:
- Submit articles on deadline
- Have little to no edits in articles by Desk Editors

- Have attended all in-person desk meetings unless pre-coordinated with Desk Editor
- Need to have been a Staff Writer for at least a consecutive semester or four months total
- Have written at least 15 articles

Process could be shorter depending on the EIC/ME recommendation and/or Desk Editor recommendation.

Senior Staff Writers

Senior Staff Writers are responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Working with Desk Editor to determine an appropriate timetable for their submissions
- Staying in contact with their Desk Editors and communicating on a regular basis
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability – writers should do at least two rounds of self-edits before submission
- Writing at least 300 words per article
- Having a minimum of two sources per articles
- Writing at least one article every week regardless of news or features – exceptions for finals week, winter/summer breaks, and other unplanned events to be communicated with Desk Editor
- Writing proper captions/cutlines for any photos submitted
- Embedding all needed IPTC metadata in any photos submitted

To be maintain Senior Staff Writer status, writers must:
- Submit articles on deadline
- Have little to no edits in articles by Desk Editors
- Have attended all in-person desk meetings unless pre-coordinated with Desk Editor
- Submit a news article within 24-48 hours or less upon request – as needed by story content

Junior Staff Photographer

Junior Staff Photographers are responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Working with Desk Editor to determine an appropriate timetable for their submissions
- Staying in contact with their Desk Editor and communicating on a regular basis
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Upholding quality standards in submissions – photographers should be able to do basic edits to photos within acceptable standards and write a basic cutline/caption
- Submitting complete content packages as consistent with the mandate put forth by Ka Leo's policies and procedures when applicable

- Working with the Photo Editor and following all mandates and guidelines set by them
- Embedding all needed IPTC metadata in photos
- Submitting at least one photo project every two weeks or less
- Submitting at least five photos in each project

To be considered for promotion to Staff Photographer, photographers must:
- Submit photos on deadline
- Have decreasing edits needed in photos and cutlines/captions before submission to photo editor
- Have attended all desk meetings unless pre-coordinated with photo editor
- Need to have been a Junior Staff Photographer for at least three months
- Completed at least five total projects

Process could be shorter depending on the EIC/ME recommendation and/or Desk Editor recommendation.

Staff Photographers

Staff Photographers are responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Working with Desk Editor to determine an appropriate timetable for their submissions
- Staying in contact with their Desk Editors and communicating on a regular basis
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability
- Submitting complete content packages as consistent with the mandate put forth by Ka Leo's policies and procedures when applicable
- Completing at least one photo project every week – exceptions for finals week, winter/summer breaks, and other unplanned events to be communicated with Desk Editor
- Having at least five photos in each project
- Embedding all needed IPTC metadata in photos

To be considered for promotion to Senior Staff Photographer, photographers must:
- Submit photos on deadline
- Have little to no edits in photos or cutlines/captions by Desk Editor
- Have attended all in-person desk meetings unless pre-coordinated with Desk Editor
- Need to have been a Staff Photographer for at least a consecutive semester or four months total
- Complete at least 10 projects total

Process could be shorter, depending on the EIC/ME recommendation and/or Desk Editor recommendation.

Senior Staff Photographers

Senior Staff Photographers are responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Working with editor to determine an appropriate timetable for their submissions
- Staying in contact with their Desk Editors and communicating on a regular basis
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability
- Submitting complete content packages as consistent with the mandate put forth by Ka Leo's policies and procedures when applicable
- Completing at least two photo project each week – exceptions for finals week, winter/summer breaks, and other unplanned events to be communicated with Desk Editor
- Having at least 10 photos in each project
- Embedding all needed IPTC metadata in photos

To be maintain Senior Staff Photographer status, photographers must:
- Submit photos on deadline
- Have little to no edits in photos or cutlines/captions by photo editor
- Have attended all in-person desk meetings unless pre-coordinated with Desk Editor
- Submit a photo package within 24-48 hours or less upon request – as needed by story content

Social Media Staff

Social Media Staff are responsible for:
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Working with the Social Media Director to help with posting curating digital content, including photos, videos, and graphics
- Adhering to Ka Leo's social media policy and the SPJ code of ethics
- Staying in contact with Desk Editor on a regular basis (responding to text messages, email, or calls within 24 hours)
- Working with the Social Media Editor to maintain the SM plan
- Maintaining a consistent standard of quality for all content packages, Ka Leo's social media policy, and the SPJ code of ethics
- Completing any guidelines and training modules accordingly
- Dedicating time to their assigned platform each day
- Monitoring posts for 15-20 minutes after posting/tweeting/etc. for max engagement

To be considered for promotion to Senior Social Media Staff, SM staff must:
- Be a staffer for at least three months
- Be able to work self-sufficiently, with little supervision from Social Media Director
- Have little to no errors or need to edit posts/tweets

Process could be shorter depending on the EIC/ME recommendation and/or Desk Editor recommendation.

Senior Social Media Staff

Senior Social Media staff members are responsible for:
- Attending weekly in-person desk meetings, unless pre-coordinated with Desk Editor
- Working with the Social Media Director to help with posting curating digital content, including photos, videos, and graphics
- Growing Ka Leo's engagement and SM presence
- Adhering to Ka Leo's social media policy and the SPJ code of ethics
- Staying in contact with Desk Editor on a regular basis (responding to text messages, email, or calls within 24 hours)
- Working with the Social Media Director to maintain the SM plan
- Maintaining a consistent standard of quality for all content packages, Ka Leo's social media policy, and the SPJ code of ethics
- Completing any guidelines and training modules accordingly
- Dedicating time to your assigned platform each day
- Monitoring posts for 15-20 minutes after posting/tweeting/etc. for max engagement

Copy Editor

The Copy Editor is responsible for:
- Fact-checking stories for both web and print
- Learning/knowing, teaching and enforcing AP style (or Ka Leo style) guidelines to maintain a consistent style across all content platforms (Knowing AP Style is not a requirement to be hired as it can be taught quickly)
- Being one of the final checks on both print and web content
- Being available to attend assigned print production days
- Attending weekly in-person staff meetings
- Keeping Chief Copy Editor apprised of any conflicts of time for editing
- Reporting desk staff hours to the Chief Copy Editor within one day after production

Copy editors are paid a biweekly stipend.

Staff Designer

Staff Designers are responsible for:
- Completing training as directed by Design Editor and Associate Design Editor
- Working with Design editors to determine an appropriate work schedule
- Attending desk meetings as scheduled or scheduling weekly individualized sessions with Design editors
- Staying in contact with Design editors and communicating on a regular basis

- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability
- Being available to attend assigned print production days

Staff designers are paid hourly and must be available to work during design week.

Comic Artist

The Comic Artist is responsible for:
- Maintaining familiarity with AP and Ka Leo style guides
- Maintaining communication with the Comics Desk Editor.
- Creating content for every print issue, as well as any other comic type of content for Ka Leo.
- Attending weekly meetings held by editor
- Maintaining a minimum quota of one comic every two weeks

Video Staff

Video staff are responsible for:
- Being available for general assignment coverage when necessary, especially for campus events
- Working with Video Editor on content production, determining appropriate deadlines for submissions
- Becoming familiar with AP and Ka Leo style guidelines and tailoring their content to fit those guidelines
- Staying in contact with their Desk Editors and communicating on a regular basis (weekly, if not more often)
- Attending weekly desk meetings or scheduling weekly individualized sessions with editors
- Being able to pass all training modules designated as required for Video producers
- Upholding quality standards in submissions, ensuring that their content was done to the best of their ability
- Submitting complete content packages as consistent with the mandate put forth by Ka Leo's policies and procedures

Video staff are paid per published content package. Video staff are responsible for following their content and deadline mandates or communicating to editorial staff in a timely manner about any inability to complete any aforementioned job requirement prior to the duration of the period of inability.