

Photo Editor

- Works with section editors and yearbook editor to ensure coverage of activities
- Maintains a calendar of school events so photo opportunities are not missed
- Assigns photo requests to staff photographers (if applicable)
- Keeps digital camera supplies stocked and batteries charged
- Maintains a process for cleaning/filing digital images from memory cards
- Works with Advisor on Adobe Bridge, Lightroom, Photoshop for photo editing
- Selection of key images to be featured on pages
- Helps set-up for special shoots (school dances, concerts)

Editor in Chief

- Usually acts as the assistant to Yearbook Adviser and overall editor of yearbook
- Helps develop a proper theme for the yearbook and works with section editors to incorporate theme in each section
- Organizes coverage/page allocations of the yearbook with section editors
- Establishes a system to track deadline progress
- Helps supervise staff members' progress
- Helps create a positive environment for the staff
- Edits stories, captions, headlines and layouts before page submission
- Triple-checks all pages for name accuracy, etc.

Business Manager

- Responsible for selling yearbooks and advertisements
- Communications: Signs, Emails, Online Surveys
- Responsible for organizing and developing multiple yearbook sales campaigns
- Responsible for organizing and developing multiple advertisement sales promotions
- Establishes a method for providing advertisement receipts
- Works with adviser and editor to determine ad sizes, guidelines, and rates for both businesses and personal ads

Section Editors

- Keeps a calendar of student events and activities pertaining to their section
- Creates a system to store/track info about each organization/team/group/function pertaining to their section
- Organizes section coverage with editor to make sure coverage is complete
- Helps develop coverage ideas to tell the story of the year/theme
- Plans the overall design for section, including headlines/fonts
- Assigns and assists reporters and photographers with tasks
- Helps complete unassigned tasks for section
- Coordinates photo coverage of key events/groups/teams
- Checks names for spelling accuracy
- Communicates with faculty and student body pertaining to section info
- Edits writing and other page elements
- Oversees production and is responsible for deadlines of the section
- Meets all deadlines on time

People Section

9th, 10th, 11th Portraits and Candid, Surveys, Stories

Senior Section

Hall of Fame, Senior Portraits, Senior Quotes, Senior Memories?, Senior Candid, Senior Ads?

Sports Editor

Game Coverage, Score Boxes, Key Players, Coach Statements, Senior players

Organizations

Group photos, Club Events coverage, Advisor Statements

Academics

Staff, Support Staff, Staff Candid, Standardized Tests

Events

Day 1, Homecoming, Dances, School Plays, Concerts, Talent Show, Assemblies

Community

Brookings Sights, Working Students, Tech Page

Yearbook Advisor