

Please read the entire description of your desired position before applying. Position descriptions may change slightly, however, you will be held responsible for each item!

Please note. While many positions are limited to members of the Advanced Journalism Newspaper Production class, certain positions, such as Business Manager, Photographer(s), and Copy Editor are open to any interested student, regardless of involvement in the journalism program.

All Staff Members

- Attend regularly scheduled meetings
- Attend planning sessions
- Stay aware of expectations, deadlines, and needs of each issue
- Understand and value the roles of each person on the staff
- Accept suggestions from editors/adviser that will improve their work and lead to the best possible publication
- Recognize and commit the time and energy necessary to provide readers with stimulating copy and design

Editor-in-Chief

- "Team leader" of the staff
- Works with adviser to plan print dates, meetings, deadlines
- Works *with* editors and reporters rather than doing work for them
- Works with staff to plan and oversee coverage of school events, AJNP staff activities, newspaper morning meetings, and other events
- Works with all editors to keep updated lists of story assignments, page progress, and the like
- Responsible for writing staff editorial each issue, in addition to any bylined article
- Responsible for the completeness and accuracy of all pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles *before* late night; therefore the EIC is not responsible for designing a page unless assigned a page by a section editor
- Responsible for reviewing and assisting editors in layout
- Works closely with the adviser to assure that work is done well and on time
- Works closely with the editors to plan and produce the best possible publication
- Works closely with the section editors in deciding what articles to print in the newspaper
- Stays on layout nights until the newspaper is done
- Coordinates development of style sheet and policies for the year and gathers input from all staff members

Managing Editor

- Second in command to the EIC
- Coordinates all technical aspects of the newspaper, including but not limited to acting as liaison between publication and publisher, enforcing attendance at staff meetings and functions, keeping editors apprised of changes which may affect their sections, ordering supplies needed for the lab or staff, and creating opportunities for recreational staff activities
- Keeps accurate page count, including location of ads and works with EIC to make sure editors have updated lists of story assignments, page progress, and the like
- Serves as liaison between advertising (Business Manager) and section editors

- Responsible for the completeness and accuracy of all pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles *before* late night; therefore the ME is not responsible for designing a page unless assigned a page by a section editor
- Responsible for reviewing and assisting editors in layout
- Responsible for writing at least one bylined article each issue
- Works closely with the EIC to assure that work is done well and on time
- Works closely with EIC to plan and produce the best possible publication
- Works closely with EIC in deciding what articles to print in the newspaper
- Stays on layout nights until the newspaper is done
- Helps EIC coordinate and execute development of style sheet and policies for the year and gather input from all staff members
- Keeps style sheets and templates up-to-date, alerting staff to any changes to style or staff policies
- Works with EIC to set meeting agendas, and sees that secretary types/creates any necessary handouts for meetings

News Editor

- Responsible for news section and “News Briefs”
- Responsible for assigning and covering all newsworthy events within the school to ensure that fair, comprehensive coverage of all activities at LZHS are included each issue
- Responsible for reading, reviewing and editing all news articles submitted
- Responsible for ensuring photos for news are assigned and works with Photo Editor so he/she is aware of what is needed
- Responsible for assigning and overseeing design of all news section pages
- Responsible for the completeness and accuracy of all news pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles before late night;
- Responsible for contributing at least one news article each issue, but may additionally write for another section
- Works closely with EIC and other section editors to plan and produce the best possible publication
- Works closely with the EIC and adviser to assure that work is done well and on time
- Works closely with EIC and other staff members in deciding what news articles to print
- Works with rest of staff to ensure that accurate and interesting refers are written for front page

Features Editor

- Responsible for developing feature stories and accompanying graphic components and sidebar information
- Responsible for assigning and covering all newsworthy features
- Responsible for reading, reviewing and editing all features articles submitted
- Responsible for ensuring photos for features are assigned and works with Photo Editor so he/she is aware of what is needed
- Responsible for assigning and overseeing design of all feature section pages
- Responsible for the completeness and accuracy of all feature pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles before late night;
- Responsible for contributing at least one feature article each issue, but may additionally write for another section
- Helps his/her staff to be creative and accepts various writing styles while demanding high-quality
- Works closely with EIC and other section editors to plan and produce the best possible publication

- Works closely with the EIC and adviser to assure that work is done well and on time
- Works closely with EIC and other staff members in deciding what feature articles to print

Entertainment Editor

- Strives to balance articles about music, band, and other entertainment performances in the school and district with reviews of music, band, restaurants, books, movies, or other entertainment outside the LZ district; additionally, strives to focus on previews while including limited reviews of events
- Responsible for developing entertainment stories and accompanying graphic components and sidebar information
- Responsible for assigning and covering all newsworthy entertainment items taking place at LZHS
- Responsible for reading, reviewing and editing all entertainment articles submitted
- Responsible for ensuring photos for entertainment are assigned and works with Photo Editor so he/she is aware of what is needed
- Responsible for assigning and overseeing design of all entertainment section pages
- Responsible for the completeness and accuracy of all entertainment pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles before late night
- Responsible for contributing at least one entertainment article each issue, but may additionally write for another section
- Helps his/her staff to be creative and accepts various writing styles while demanding high-quality
- Works closely with EIC and other section editors to plan and produce the best possible publication
- Works closely with the EIC and adviser to assure that work is done well and on time
- Works closely with EIC and other staff members in deciding what entertainment articles to print

Viewpoint Editor

- Strives to balance viewpoints about issues within the school and district with viewpoints about issues outside the LZ district
- Responsible for developing viewpoints and accompanying graphic components such as editorial cartoons or sidebar information
- Responsible for reading, reviewing and editing all viewpoint articles submitted
- Responsible for ensuring cartoons are assigned and works with cartoonist to ensure highest-quality concepts and drawings
- Responsible for assigning and overseeing design of all viewpoint section pages
- Responsible for the completeness and accuracy of all viewpoint pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles before late night
- Reads all letters to the editor, working with the EIC to determine which will run
- Responsible for contributing at least one viewpoint article each issue, but may additionally write for another section
- Responsible for maintaining the staff box and making any necessary changes throughout the year
- Works closely with EIC and other section editors to plan and produce the best possible publication
- Works closely with the EIC and adviser to assure that work is done well and on time
- Works closely with EIC and other staff members in deciding what viewpoint articles to print

Sports Editor

- Responsible for assigning and covering all sports teams within the school to ensure that fair, comprehensive coverage of all activities (both boys' and girls') at LZHS are included each issue
- Strives to balance articles about sporting events in the school and district with events outside the LZ

district; additionally, strives to focus on game/season previews and sports features while limiting game/season reviews

- Responsible for "Sports News Briefs" or any other designated column covering all sporting events not previously covered
- Responsible for sports calendar for upcoming month (if design permits)
- Responsible for reading, reviewing and editing all sports articles submitted
- Responsible for ensuring photos for sports are assigned and works with Photo Editor so he/she is aware of what is needed
- Responsible for assigning and overseeing design of all sports section pages
- Responsible for the completeness and accuracy of all sports pages, including proofing all pages and providing useful feedback to reporters and editors on all designs and articles *before* late night
- Responsible for contributing at least one sports article each issue, but may additionally write for another section
- Works closely with EIC and other section editors to plan and produce the best possible publication
- Works closely with the EIC and adviser to assure that work is done well and on time
- Works closely with EIC and other staff members in deciding what sports articles to print
- Works with sports staff to ensure that accurate and interesting quotes/refers are written for back page ear

Copy Editor(s)

- Needs to have a firm grasp of both grammar and spelling, and of journalistic writing style
- Responsible for reading all articles in both rough draft and final form
- Responsible for reading all page proofs as well as writing/checking headlines
- Responsible for correcting spelling, grammar, and structure mistakes
- Responsible for working with section editors to ensure content accuracy
- Responsible for notifying section editors if writing is not sufficient and needs revision
- Required to be at all layout sessions and must be available until the paper is finished

Photography Editor

- Works closely with the section editors and uses the school calendar of events to plan photo coverage of activities and events
- Maintains a list of photo assignments that records photos to be taken and the status of photos already taken.
- Records filing information and archives all photos for future use in other issues
- Responsible for use of staff digital camera; responsible for scanning any pictures if digital camera is not used.
- Maintains a good relationship with other student photographers and actively recruits photographers within and outside of staff
- EIC and section editors may require photo editor to be part of a layout "team"

Staff Writer

- Responsible for the completeness and accuracy of his/her articles
- Accepts suggestions from editors that will improve his work and lead to the best possible publication
- Meets with section editors when editors call for Meet & Edit sessions
- Recognizes and commits the time and energy necessary to provide readers with stimulating copy
- Writes regularly, meeting all draft and final deadlines
- Accepts possibility that articles may not be accepted for publication

- May be called upon to assist in designing and doing layout for various sections

Photographer

- Responsible for meeting all photo deadlines as assigned by Photography Editor or section editors
- Must be flexible and able to attend sporting events, school functions, etc.
- Attends all maestroing sessions and is aware of expectations, deadlines and needs of each issue
- Position can be combined with other staff positions, primarily Staff Writer

Business Manager

- Develops and implements an advertising campaign that contributes favorably to the financial well-being of Bear Facts; aggressively solicits new advertisers and maintains positive relationships with old ones
- Develops and coordinates a budget based on realistic projections of advertising and publication sales to balance with expenses of the publication and staff
- Develops and maintains a filing system and a backup system for recording receipts and payments. Keeps the system up-to-date so balances are readily available. Resolves any discrepancies immediately with the adviser's knowledge and approval.
- Keeps accurate financial records of expenses and income
- Works closely with the editors to make sure all advertising is integrated correctly into the publication and that advertising contracts have been fulfilled
- Works closely with Managing Editor to make sure all supplies have been ordered and are promptly paid for
- Makes expenditures and deposits with the adviser's approval
- Manages promotions and special offers associated with production according to district
- Delivers copies of newspaper to businesses advertising in *Bear Facts*
- Position can be combined with other staff positions, primarily Staff Writer

Secretary

- Reports directly to the Managing Editor
- Organization skills are a must
- Keeps a current directory of all staff members, including new additions and deletions; provides ME with monthly updates on any staff changes
- Takes attendance at every general staff meeting, maestro session, and layout session, and notifies adviser if any staff member is not in attendance
- Sends copies of every issue to all district schools, the administration office, and school board members per adviser's instructions
- Keeps track of all memos, paperwork, or other items needing to be filed and kept for staff needs
- Works with EIC and editors to set meeting agendas, type/create any necessary handouts, and get handouts copied
- Keeps Bear Facts bulletin board updated and works with adviser to guarantee website is up-to-date
- Position can be combined with other staff positions, primarily Staff Writer position