HCS YEARBOOK/VMA LEADERSHIP POSITIONS

Leadership positions are available on the yearbook staff with priority given to returning students.

EDITOR-IN-CHIEF (1)
- Manages yearbook staff; leads staff meetings
- Trains and coaches staff
- Works with adviser to assign jobs and recruit
- Maintains production schedule, project board and page ladder
- Reviews all pages before submission

DESIGN EDITOR (1)
- Builds mod layouts and page templates
- Trains staff on design software
- Creates style guide for design consistency
- Reviews all page design elements before submission

COPY EDITOR (1)
- Establishes a style-guide for all written material
- Suggests coverage ideas to designers and photographers
- Compares copy for repetitiveness and inconsistency
- Proofreads all copy before pages are due

PHOTO EDITOR (2)
- Works w/editors to determine photo needs
- Posts photo assignments to the Trello Beats board
- Sets up photo assignment reminders
- Monitors how images are uploaded and named
- Monitors that images are uploaded within required time
- Manages & maintains photo equipment & supplies
- Monitors weekly school news blasts to stay aware of events
- Maintains Google/Jostens photo folders clean & organized

VIDEO EDITOR (1)
- Monitors how video footage is uploaded and named
- Maintains Google Video folders decluttered and organized
- Produces "The Mustang Beat" video series as needed
- Produces highlight videos with QR code labels for yearbook
- Manages Mustang YouTube channel

INDEX EDITOR (1)
- Maintains an accurate list of every student, faculty member, administrator, & school support persons
- Confirms that page editors have entered all names from copy and captions into the index
- Maintains updated coverage reports
- Notifies the photo editor and copy editor if some students are in too many times and others in not
- Supervises creation, formatting, and submission of the final index

MANAGING/BUSINESS EDITOR (2)
- Helps coordinate school picture day & club/sports media days
- Maintains Facebook and Instagram accounts
- Maintains POD Trello board
- Creates & executes monthly social media content calendar
- Prepares contest entries/giveaways
- Organizes book sales and additional fundraising
- Manages sponsorship contributions

EVENTS COORDINATOR (1)
- Plans and organizes staff deadline celebrations
- Organizes Clash of the Classes events at the various campuses
- Helps lead Back to School Rally & End of Year Distribution Party
- Helps organize Unboxing & Pre-Distribution Staff event

PUBLIC REALATIONS SPOKESPESON (1)
- Acts as the "face" of the Yearbook/VMA
- Promotes school spirit and participation in person and via produced videos
- Acts as "host" of VMA sponsored events
- Should have an outgoing and friendly personality
- Aims to maintain the VMA's positive image
- Is comfortable being in front of the camera
- Maintains a Godly testimony and aims to live by the fruits of the Spirit.