**PHOTO EDITOR/MANAGER**

As a Photo Editor/Manager:

Communicates photo ideas to all staffers; stays in communication with all members of yearbook

Approve all photos in the yearbook

Checks photos in spreads and manages photo bylines.

Schedules all photo assignments

Organizes a filing system on the computer and makes sure that staffographers follow the filing rules.

Stays alert for photo opportunities

Responsible for signing out cameras

onitor that photographers have taken all necessary photos for each page in the yearbook

Organize and update the PHOTO calendar. All of the sports games, club meetings, photo opportunities,

 scheduled photo shoots, and important events must be updated and posted on the calendar each month.

Makes sure there are photo opportunity sheets in the office mailroom and at the beginning of each

trimester places a memo and one photo opportunity sheet in all mailboxes in the main office.

The photo manager must (assign and) remind each photographer of a specific sport and club photo

opportunity that they are solely responsible for.

The photo manager creates business cards and id badges for the staff –must obtain all signatures

 necessary for PRESS PASS.

\_\_\_\_\_The photo manager is also a lead-photographer for the yearbook.

\_\_\_\_\_Attends any editors meetings assigned by Editors-in-chief

\_\_\_\_\_Fills out photo/caption evaluation forms and hands into Editors-in-chief

As a member of the YB staff:

\_\_\_\_\_See Staff Sheet