

THE LINK PUBLICATION SOCIETY INC.

THE CREATIVE DIRECTOR SHALL:

1. Direct the visual character and continuity of branding of *The Link*.
2. Lay out as many pages as possible and help enforce the print production schedule to ensure pages move through the editing process.
3. Communicate with the print issue coordinators and with relevant section editors to plan each layout.
4. Maintain and develop *The Link*'s production bible with the input of the Photo and Graphics Editors.
5. Ensure the duties of any creative positions are fulfilled if positions are vacant until a qualified replacement can be found.
6. Recruit and train contributors interested in layout.
7. Assist with the layout of online content.
8. Assist and train section editors in layout. Ensure that section editors provide a V1 layout.
9. Responsible for coordinating the graphic element of *The Link*'s online output.
10. For each print issue, responsible to archive all editing and production folders of the magazine after publication.
11. Update the Creative Director's handbook on a monthly basis. Monthly honorariums will be held until this is completed.
12. Coordinate at least one special issue annually.
13. Hold a minimum of one training session per semester and work with the Office Manager to ensure it is advertised.
14. Hold a minimum of three (3) consecutive regular office hours each week, between 10 a.m. and 5 p.m. from Monday to Friday, outside of staff meetings and production days.
15. Attend all Masthead, staff and special issue meetings.
16. Once the successor is elected, ensure their training within twenty-one (21) calendar days before the last edition of the volume.
17. Editor must attend the mandatory consent training in the first four (4) weeks of the academic year.

The Link's Creative Director is responsible for directing the production and visual character of the print edition through the managing of the Graphics and Photo Editors and their respective staff. They are mandated to determine the vision for magazine content and finalize the layout for each issue. In tandem with the Coordinating Editor and the Editor-In-Chief, they will be responsible for finding ways to translate the newspaper content onto *The Link*'s digital platforms.

Revised April 2022

I have read and understand the editor duties and responsibilities and I have also read and understand all The Link's policies.

Signature _____

Name in print

Date
