THE LINK PUBLICATION SOCIETY INC.

THE PHOTO EDITOR SHALL:

1. Request and receive photo assignments from print and online section editors, and liaise with section editors and writers for clarification when necessary.
2. Hand assignments out to staff photographers whenever possible.
3. Take photos when no other contributor is available.
4. Submit all photos, with credits, names and caption information, by deadline.
5. Publish a “Photo of the Week” on *The Link*'s social media.
6. Recruit and train photographers.
7. Archive all photos after publication.
8. Be responsible for the maintenance of *The Link*’s photo equipment.
9. Ensure the section listserve and *The Link*’s contributors list are updated weekly.
10. Coordinate at least one special issue annually.
11. Hold a minimum of one training session for Link photographers and editors within twenty-one (21) calendar days of the publication of the first print and work with the Office Manager to ensure it is advertised.
12. 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.
13. Attend all Masthead, staff and special issue meetings.
14. Update the Photo Editor’s handbook on a monthly basis. Monthly honorariums will be held until this is completed.
15. Once the successor is elected, ensure their training within twenty-one (21) calendar days before the last edition of the volume.
16. Editor must have each contributor sign the copyright agreement, either in person or digitally. Contributions will not be published until said document is signed. Copyright agreements, signed, should be kept in the business office, as they are legal documents.
17. Editor must attend the mandatory consent training in the first four (4) weeks of the academic year.

The Link’s Photo Editor is responsible for managing the publication’s photo content. They are mandated to ensure that all content, online and in print, have photography to accompany the stories. All creative positions are mandated to ensure that both online and in print has a visual component, either photography or a graphic, accompany the stories.

The Link’s Photo Editor should collaborate with the coordinating editor to work on social media projects like Instagram stories to have a better variety.

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 _____