



## THE PHOTO EDITOR SHALL:

1. Request and receive photo assignments from 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. Maintain a current and accurate record of all ongoing assignments and ensure that all other editors are duly informed of such assignments.
5. Submit all photos, with credits, names and caption information, by deadline, ensuring that new content is uploaded on time, including adhering to The Link's 48-hour event coverage policy.
6. Recruit and train photographers.
7. Archive all photos after publication, in accordance with *The Link's* archival processes.
8. Be responsible for the maintenance of *The Link's* photo equipment.
9. Ensure the section mailing list and *The Link's* contributors list are updated weekly.
10. Hold at least one photo training session for The Link's Masthead and contributors within the first three (3) production cycles of the volume.
11. Coordinate at least one special issue annually.
12. Attend all Masthead, staff and special issue meetings.
13. Update the Photo Editor's handbook as needed. The handbook must be updated by the end of the editor's mandate.
14. Once the successor is elected, ensure their training within twenty-one (21) calendar days after the Masthead elections.
15. Editor must have each contributor sign the copyright agreement. Contributions will not be published until said document is signed.
16. Editor must attend the mandatory consent training in the first four (4) weeks of the academic year.

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*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 all articles (both online and in print) have a visual component, either photography or a graphic, accompany the stories.

*The Link's* Photo Editor should collaborate with the Creative Director to work on social media projects like Instagram stories to have a better variety.

The Photo Editor shall dedicate a minimum of 34 hours per 14-day publication cycle (+/- 17 hours per week as needed) to executing their required tasks highlighted in this description.

*Revised March 2025*

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

*Signature*

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*Name in print*

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*Date*

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