



Cornellian Editor in Chief

Purpose: The Cornellian Editor-In-Chief position provides a student with the opportunity to create an entire 332 page yearbook centered on their own vision. The Editor-In-Chief is responsible for the production and creative direction of the book, and oversees an editorial staff of approximately 10-15 student employees. They will be working closely with the General Managers to ensure financial and advertising success throughout the year.

Hourly Requirement: This position requires the Editor in Chief to work 12-15 hours a week from the beginning of the academic year in September to the beginning of March. The Editor in Chief will also be expected to work from home over breaks during this time. During deadline periods (6 deadlines between Oct-Feb), the Editor in Chief may work more hours per week. After the printing of the book in April, the EIC will work less hours, training the incoming EIC for the remainder of the spring.

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The Main Responsibilities will show the broad tasks that the General Manager is expected to perform. Though the job is comprehensive, many of the skills required to successfully execute these responsibilities are learned/perfected during training.

Main Responsibilities:

- Hire an editorial staff (1 managing editor, 1 photo editor, 1 copy editor, 1-2 academics editors, 1-2 sports editors, 1-2 greek life editors, and 1 dedications editor)
- Develop year-long calendar for design deadlines to set deadlines for each section and establish timelines for section editors
- Establish a creative vision for the yearbook– the cover, typefaces, photo styles, voice of written content, etc. that is original and will appeal to graduating seniors
- Maintain relationship with Jostens, our publisher. Keep the Jostens Representative up to date on progress of the book, respond promptly to emails, and attend all necessary meetings.
- Assist in overall completion of each section– edit written pieces for grammar and content, edit photos for composition, color, sharpness, etc.; as the first and last set of eyes on each page you will be making many edits in collaboration with other editors



Necessary Skills:

- **Design skills:** Proficiency in Adobe InDesign and/or previous experience with page design, preferably for a publication such as a yearbook, magazine or newspaper is required.
- **Communication skills:** It is imperative that the EIC is able to communicate clearly and effectively with his/her editorial staff to delegate tasks, assign strict deadlines, and foster a cohesive and efficient work environment
- **Teamwork:** Much of the success of the Cornellian management team is based on their ability to understand each individuals' strengths and weaknesses, establish an effective channel and level of communication, and compliment each other while completing various tasks.
- **Organization/Time Management:** it is imperative that Cornellian managers are able to effectively delegate, manage, and balance various responsibilities including assigning tasks to editorial staff, communicating with parents (for advertisements) and Cornell faculty (for written letters), planning the ladder/organization of the book, designing pages, frequently conversing with design editors, Cornellian team, and Jostens rep, editing content and meeting deadlines.
- **Creativity:** The EIC should be artistically creative. He/she should be able to adapt ideas and themes from previous yearbooks and outside resources, while also creating a book that is original and aesthetically appealing. The EIC should have the ability to envision the book at a "big picture" level while also paying careful attention to detail on every page.
- **Self Management:** There is a significant amount of individual work that requires a manager to check their own progress, develop their own deadlines and assignments, and manage themselves. It is key to the functioning of the business that all managers are able to maintain an independent schedule, stick to deadlines without being overseen, and create their own plans. Someone who is dedicated and internally motivated will succeed in this position.

What We're Looking For:

We are looking for a dedicated, enthusiastic, and passionate student who will prioritize SAI in order to ensure its success. Some of the qualities we are looking for in the next EIC are:

- Excellent communication skills to develop and maintain relationships with staff, Cornellian managers, Josten's, and other SAI managers
- A senior who wants to create a book that the rest of their class will appreciate and enjoy
- A leader and planner who can manage the delegation, production, and completion of each section within the book. Someone with both an eye for detail and long-term project management skills.

If this sounds like you, apply today!