

Reveille Editor Application 2012-2013

Thank you for your interest in the 2012-2013 Reveille staff. Being a part of the staff is a great honor that requires commitment and passion. Being in an editor position demands that you go above and beyond what is asked of you. As a student-produced book published annually, the Reveille strives to maintain professionalism in all areas. Our goal is to choose a staff that can enjoy working together as they strive to achieve this. An editor's responsibility is to facilitate the workflow in order for this goal to be accomplished. Please take the time to submit the required documents and fill out the following application. Submit all of the required materials in a manila envelope.

Applications are due to the Center for Student Activities, located in the Union Rm 314, **NO LATER THAN 5:00 PM** on Friday, November 9th.

Interviews will be held November 12th (the. Sign-up sheets will be available in the Center for Student Activities office from now until the application deadline.

Portfolio

Please attach a brief portfolio including, but not limited to, 3 photographs* with captions. Please write up one article relating to one of the photos. (1-2 Paragraphs)

Examples of the types of photographs requested:

- Candid shots of people unaware they are being photographed
- Action shots of people in motion Posed individual portraits
- A posed group photo with at least three people, NOT including yourself

*Note: Assuming credit for photos you did NOT take will result in your not being considered for the yearbook staff OR immediate dismissal from yearbook staff. Academic integrity is a MUST, as we must protect copyrights and prevent plagiarism as a journalistic duty.

On a separate page, include:

- A) a **theme idea**. Outline one idea for a theme and spin-offs for this year's book

Schedule

Please attach a copy of your schedule for this fall as well as a projected course list for the Spring semester.

Name: _____ **Net ID:** _____

Classification: _____

Major: _____

Cumulative GPA: _____

1. What yearbook position (s) are you interested in?

Editor-in-Chief Instrumental in training, motivating, overseeing and organizing staff and major functions of the book. Involved in selecting book theme. Responsible for assisting in cover design and any other artwork that is to be used in the book. Assists in page layout design. Assists in the sale of the yearbook, and in the sales of organization ads. Oversee and proof all pages produced in sections, design pages, take photos, writes/peer edits stories and captions as necessary, decide photos, assign deadlines to sections and maintain ladder diagram.

Co-Editor – Assists Editor, Involved theme selection and development. Responsible for assisting in cover design and any other artwork that is to be used in the book. Assists in page layout design. Assists in the sale of the yearbook, and in the sales of organization ads. Oversee and proof all pages produced in sections, design pages, take photos, write stories and captions, decide photos, assign deadlines to sections and maintain ladder diagram.

Business Manager - Will oversee ad sales, build lists of all potential sales opportunities, maintain customer records, oversee and proof all pages produced in that section, track sales and staff efforts. Assists in the sale of the yearbook, and in the sales of organization ads. Design pages, take photos, write stories and captions, decide photos, meet deadlines, check email to track staff efforts. Assists Editor and communicates with Balfour Sales Representative.

❑ **Photo/Graphics Editor** - Responsible for making sure good photos are available when needed, including graphics and artwork for advertising. The ideal photo editor is trustworthy, proactive, organized, and responsible, seeking possible events/people to shoot and scheduling photographers to take the photos, as well as checking photos taken to ensure quality. Technical skill in photography and Photoshop is very helpful, but not the essential skill of the photo editor. Organization and responsibility are more important. Assists Editor.

2. Are you willing to be a staff member if you do not receive an editorial position?

3. Do you have any previous yearbook and/or journalism experience? If yes, please elaborate do and include the program you are most familiar with.

4. What extra-curricular activities are you involved in?

5. Do you currently hold a leadership position?

6. Are you currently employed? If so, where?

7. Do you have any photography and/or design experience? If yes please elaborate.

A. Do you own a camera (make/model) and how many megapixels does it have?

B. What kinds of photos do you enjoy taking?

C. How do you organize your photographs?

D. Are you familiar with Photoshop or another photo editing program?

8. Do you own a personal laptop and/or desktop computer? If no, will you have frequent access to one?

9. What makes you qualified for an editorial position?

10. What do you feel would be your most valuable contributions to the Reville staff?

11. Are you willing to make the Reveille one of your HIGHEST priorities in the coming year?

12. What are your biggest strengths?

13. What are your biggest weaknesses?

14. Please describe your goals for the 2012-2013 Reveille.