

EDITOR APPLICATION



Return to:

Due Date:

Student Name _____ Grade _____

Editorial Leaders are held to a different and higher set of standards than staff members. An effective and efficient editor provides the staff with general direction as well as bringing focus to each task of the yearbook experience. Study the list of roles and responsibilities in the staff manual and highlight those that you feel confident you could successfully complete. Decide on the editorial position that suits you best, then fill out this application completely and return it to the adviser.

Available Positions (you may apply for more than 1; preference of order can be written to the side):

- Editor-in-Chief
- Business Manager
- Copy Editor
- Photography Editor
- Production Editor
- Specialized Editor/Team Leader

APPLICATION CHECKLIST

- Application completed
- One-on-one interview with adviser scheduled (see next page)
- Interview presentation scheduled (see next page)
- Staff presentation scheduled (see next page)

1. Please give a brief explanation of why you are interested in becoming an editor.

2. Describe something you have worked on that challenged you, but that in the end was rewarding.

3. I expect to work on yearbook outside of school (circle any that apply):

For a deadline	Occasionally on weekends	Sometimes after school	Regularly after school
For homework	Conducting interviews	When taking photographs	Never

4. To avoid scheduling conflicts, please indicate the activities you plan to participate in during the school year.

5. What are your strengths that will be utilized as an editor?

6. What are your weaknesses that will need to be worked on as an editor?

7. What have you done this year to prepare yourself for a leadership role next year?

8. Yearbook staff members may have the opportunity to attend yearbook camp this summer. If I am selected for yearbook editor, I understand it is mandatory to attend this camp. _____ YES _____ NO

OTHER REQUIREMENTS:

ONE-ON-ONE INTERVIEW

Schedule a one-on-one interview with the adviser. Treat this interview like it's for a career job because, in many ways, it is.

INTERVIEW PRESENTATION

Each student interested in a leadership role with the publication must present to the adviser and past editors, if possible, based on the answers to the following questions and on the content suggested to the right. Make sure to coordinate with the adviser to find a date when you will present.

1. Because of the nature of your leadership responsibilities, you will not be able to work on personal yearbook assignments during staff time. How will you manage others during this time?
2. Deadlines are real. If materials for submission fall behind, you will be expected to work additional time to meet deadlines. How will you work toward the timely submission of pages and how will you react if the staff should fall behind?
3. As a leader of the staff, what are three of the most important behaviors you feel you should model to members on a daily basis?
4. What role do you see yourself playing in each of the following: planning, production, promotion, selling and recognition?
5. What personal strengths will you bring to your leadership position?
6. What challenges do you anticipate you could face in leading individuals as well as the staff as a whole?

STAFF PRESENTATION CONTENT

As part of your application, you will need to create a 10-minute presentation to give to the current yearbook staff. The ideas below are suggestions. You are free to decide in what format you will present your ideas but be prepared to field questions from the staff following your presentation.

- **Editor-in-Chief and Specialized Editors:** theme portfolio, coverage strategy, section design ideas, deadline plan, team building/incentives/reward systems
- **Business Manager:** balanced budget, advertising/yearbook sales promotion and sales strategies
- **Copy Editor:** training expectations, assignment making, editing/rewriting process, writing (headline, story, caption) formats and style guide strategies
- **Photography Editor:** training options, assignment scheduling, selection/editing process strategies
- **Production Editor:** technology training, creation and proofing system, deadline management plan, design ideas and style guide