

PHOTO EDITOR

The Photo Editor is charged with providing photographs for the daily newspaper, special pages and special sections; with supervising the photo staff, and with managing the use of photographic supplies, equipment and other staff resources.

The Photo Editor is also a staff photographer, shooting photo assignments as well as supervising other staff.

The Photo Editor will coordinate with others to ensure that photographs needed for all sections are assigned and delivered on time, and that all photos meet high standards of quality. In the event that there are more photo orders than staff photographers can do, the Photo Editor should confer with The Shorthorn Editor and/or Section Editor to prioritize.

Specifically, the Photo Editor:

- ensures daily photo needs of The Shorthorn are met, including coordinating with other editors to ensure that all sections and pages have “live” art each day;
- makes recommendations about when to use color, with the intent of maximizing use of color on assignments with the best color potential;
- is responsible for initiating ideas as well as working with other editors on photo possibilities with stories they’ve assigned;
- coordinates photo needs of The Shorthorn, even if some of the photos themselves are from sources other than Shorthorn staff photographers;
- works with The Shorthorn Editor and other editors in determining photo assignments and needs for each issue and in scheduling and assigning photographers to ensure that all photo needs for each issue are met;
- trains new staff photographers as needed on processing procedures and techniques, including the digital Photo Desk;
- ensures that all photographers meet Shorthorn processing and “digitizing” deadlines;
- will come up with a “knock your socks off” photo for the front page of each issue of The Shorthorn. If none of the assignments generated by other editors or staffers meets the visual requirements, the Photo Editor will find or commission another staff photographer to find UTA-related wild art for the front page.
- schedules photographers to ensure that all shifts are covered and that all off-hour assignments are covered;
- is responsible for completeness and accuracy of information in all photo cutlines. Writing cutlines is the responsibility of the person who takes the photo. If someone other than the photo editor takes the photo, responsibility for completeness and accuracy of information in the caption still ultimately rests with the Photo Editor.
- maintains all Shorthorn photo and negative files.
- processes all photo reprint orders within Shorthorn and Student Publications policies and procedures.
- prepares photo payroll report for editor in chief and/or news/editorial adviser.
- works with the Editor and Design/Production Editor in cropping and sizing of photos selected for use in The Shorthorn.
- work with photo staff in maximizing photojournalistic potential of every assignment.
- work with Photo staff in developing news and feature photo story ideas.

Scheduling

The Photo Editor is responsible for developing a work schedule for photographers, including designation of an “on call” photographer during shifts and time blocks when a photographer is not scheduled to work.

Additional Qualifications

- Experience in digital photography, including journalistic shooting and digital editing/production.
- Previous work as a Shorthorn photographer.
- Must be currently enrolled at UTA.

Compensation base rate

Outlined in editor pay plan for the semester. Compensation may be reduced for major errors, missed deadlines or other problems.