

### **GMView Yearbook Print Editor**

The Office of Student Media is searching for the GMView Yearbook's next Print Editor. The Print Editor will serve as the student leader of GMU's print yearbook, and will be responsible for leading the yearbook staff through the yearbook production process. The yearbook team gathers material on Mason's key events during the 2013-2014 academic year and creates a book that captures the essence of the class of 2014. This paid position officially begins in Spring 2014.

#### **Key responsibilities include:**

- Recruiting, supervising and training staff.
- Working with COMM 346 Yearbook Workshop class on content and projects.
- Keeping the yearbook adviser and staff up to date on the progress of the book.
- Reviewing all content before project is submitted for final printing.
- Meeting all project and publication deadlines.
- Working professionally with and supporting the creativity of all students.
- Attending weekly meetings (to be planned around all student leaders' schedules).
- Representing Student Media at key events. Events may include Alumni Weekend, Homecoming, Mason Day, Graduation, etc.
- Attending all required meetings through the Office of Student Media.
- Collaborating with other student media leaders on projects, events and coverage, with an emphasis on convergence.
- Maintaining a workable file organization system to ensure protection of layouts and photos.
- Work with video editor to establish a common theme
- Work with adviser and video editor to develop an effective marketing plan that 1) increase the number of senior portraits taken and 2) increases the number of yearbook sold.

#### **The ideal candidate:**

- Has experience in Adobe InDesign software (specifically ID CS 6).
- Yearbook editing or other publication editing experience preferred.
- Is aware of George Mason University's campus and current events.
- Is able to meet with the yearbook staff on a regular basis.
- Has a flexible schedule and can attend a weekly meeting.
- Is in good academic standing.

**If you are interested in the GMView Print Editor position, please submit your resume, completed application (available at <http://www.gmu.edu/org/gmview>) and cover letter to Jason Smolinski at [jsmolins@gmu.edu](mailto:jsmolins@gmu.edu). Deadline for submission is Monday December 2, 2013 at 5pm. Interviews will be held before the end of the Fall semester.**