

Student Media Leadership Positions

There are four primary management positions in student media. They are:

- *Jambar Editor-In-Chief*
- *Jambar Managing Editor/Jambar TV Executive Producer*
- *Rookery Radio Station Manager*
- *Penguin Review Editor*
- *Guin Yearbook Editor*
- *Jambar Arts and Entertainment Editor/Yo Magazine Editor*
- *Penguin Rundown Executive Producer*

Jambar Editor-In-Chief

The editor-in-chief of The Jambar is responsible for the quality of the Jambar weekly newspaper, thejambar.com, and editorial content of other Jambar products.. The editor-in-chief should prepare to spend the majority of his or her days in the office M-Th - except for class time or reporting a story— and until the paper is complete on the production day. The editor-in-chief is also expected to work with staff members who are working for credit and manage this content by attending the Journalism Workshop course. He or she will handle a wide variety of duties including:

- Maintain and update the story budget for each edition of The Jambar and thejambar.com and other auxiliary enterprises including selection and prioritization of all types of editorial content.
- Lead the editorial board.
- Work with the other members of the editorial board to write the editorial content.
- Give a last read to each piece of editorial content and final review before publication, including sending back for edits, rewrites and other revisions when necessary.
- Work on stories, especially those of an investigative and/or in depth nature.
- Develop breaking news stories.
- Work closely with other editors and staff to determine content.
- Work closely with the advertising manager and designers to determine the length of the newspaper based on advertising content.
- Attend staff meetings.
- Speak to classes to recruit reporters and other new talent.
- Along with the adviser and administrative assistant, hire, train and work with staff in order to create an effective, cohesive newsroom where individuals are aware of their roles and responsibilities.
- Establish deadlines and ensure they are met.
- Along with the adviser and administrative assistant, manage staff disciplinary matters as defined in the policy manual.
- Address reader complaints.
- Post and observe office hours throughout the week.
- Adhere to Associated Press and Jambar styles.
- Inform editors of important stories that should not be missed.
- Oversee layout design and serve as a final authority on all design.
- Oversee production of news on thejambar.com and other platforms.
- Assume responsibility for all content published in The Jambar, thejambar.com and other platforms, including advertisements.
- Ensure that all content on The Jambar website is up-to-date.
- Watch for legal concerns, such as libel, copyright and plagiarism.
- Call to confirm the identity of authors who email Letters to the Editor.
- Take photos and video as needed.

Jambar Managing Editor and Jambar TV Executive Producer

The managing editor will facilitate communication among the various student media departments. The managing editor is expected to be in the office from 9 a.m. to 5 p.m. M-Th — except for time when he or she is in class or reporting a story — and until the newspaper is complete on the production day. The managing editor will serve as the first officer for the editor-in-chief and the Executive Producer of Jambar TV. The ME will temporarily assume responsibilities in the event a member of student media leadership, an editor or a manager becomes unavailable.

The managing editor will handle a wide variety of duties including:

- Serve as the Executive Producer for Jambar TV (includes working directly with two line producers, the head of Video Production, Ad Production and other Jambar positions that serve the show needs and coordinate copy flow from the newsroom to the production team)
- Work closely with the web manager to ensure the website's efficiency and accessibility.
- Produce a weekly 4 minute interview segment for Jambar TV.
- Work closely with the web manager and designers to ensure quality design for the website and print editions.
- Serving on the editorial board and helping write editorials for each issue.
- Managing The Jambar's email account and forwarding relevant information to the appropriate staff members.
- Writing stories, especially those of an investigative and/or in-depth nature.
- Developing breaking news stories when necessary.
- Occasionally edit stories.
- Speaking to journalism classes to recruit news reporters and other talent.
- Produce (with the help of other editors, a weekly show or shows that features Jambar content).
- Reporting stories as necessary to fill gaps in content, and serve as an interim replacement to any vacant positions until those positions are filled.
- Attending section meetings when necessary.
- Ensuring that important stories are not missed.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Taking photos as needed.
- Calling to confirm the identity of authors who email Letters to the Editor.
- Other duties assigned by the editor-in-chief.

Penguin Review Editor (2 hours a week)

The PR editor will facilitate communication between the PR and the other departments within student media and on-campus. The PR will post regular hours and handle all meeting of PR staff. The PR editor will handle a wide variety of duties including:

- Make final decisions on all PR editorial content.
- Lead the PR editorial team.
- Give final approval of editorial content before publication, including sending back for edits, rewrites and other revisions when necessary.
- Oversee layout design and serve as a final authority on all design.
- Produce a weekly radio show on Rookery Radio.
- Assume responsibility for all content published in the PR.
- Ensure that all content on PR website and social media platforms is up-to-date.
- Watch for legal concerns, such as libel, copyright and plagiarism.
- Work closely with the Ad Sales and Promotions department on sponsorship deals and public relations campaigns.
- Work with the Copy Department to determine a schedule for getting PR content proofread.

- Work with the web department on electronic media.

Penguin Rundown Executive Producer

The student Executive Producer has the final decision on all policy relative to the operation of the Penguin Rundown. The EP's responsibilities include facilitating all meetings, acting as an administrative liaison between the staff and all other YSU departments, coordination of the efforts of all executive offices to produce a coherent image and style for the show, and oversight of staff.

- Along with the Advisor recruit student staff in order to create an effective, cohesive production where individuals are aware of their roles and responsibilities.
- Along with the Advisor appoint the weekly line producer and make up a rotation of line producers if there is more than one.
- Oversees staff members with respect to their duties and responsibilities.
- Work closely with Student Media Committee.
- Prepare quarterly report related to the overall performance status of Penguin Rundown and propose plans for improvement.
- Works with the Communication Department Engineer to schedule production time.
- Holds staff meetings when appropriate.
- Works directly with Faculty Advisor on administrative and operational matters.
- Attend any staff leadership and job skill enhancement training as deemed necessary by the Advisor.
- Ensures that the quality of material is a positive reflection on the program.
- Coordinates with other members of the Student Media team to enhance publicity for all productions and look for opportunities to share resources and material.
- Maintains relationships with the YSU athletics office.
- Help set up any player/coaches interviews with the athletics office along with acquiring any video from press conferences and games.
- Manage social media accounts related to Penguin Rundown

Rookery Radio General Manager

The student General Manager (GM) has the final decision on all policy relative to the operation of the station. Student GM responsibilities include facilitating all meetings, acting as an administrative liaison between the staff and all other YSU departments, coordination of the efforts of all executive offices to produce a coherent image and style of the radio station, and oversight of staff. The GM oversees "day-to-day operations." The Rookery General Manager is expected to schedule and keep 14 office hours each week.

- Along with the adviser and administrative assistant, hire, train and supervise staff in order to create an effective, cohesive newsroom where individuals are aware of their roles and responsibilities.
- Oversees staff members with respect to their duties and responsibilities.
- Work closely with Student Media Committee.
- Prepare quarterly report related to the overall performance status of Rookery Radio and propose plans for improvement.
- Works with Program Director on any format changes.
- Works with ad sales and promotions department on promotions and community relations.
- Holds staff meetings when appropriate.

- Maintains memberships and contacts with official organizations for radio stations.
- Works directly with Faculty Advisor on administrative and operational matters.
- Attend any staff leadership and job skill enhancement training as deemed the Advisor.
- Reviews, catalogs, and places into rotation new music on a regular basis;
- Ensures that recommended tracks are clean and appropriate, following FCC guidelines;
- Inputs all new music into database and makes it available in the booth on a regular basis;
- Prepares a description of music for the disc jockeys as new music is placed in rotation;
- Meets with Program & Traffic Director about the amount of rotation music will receive and other programming ideas;
- Maintains relationships with record companies and attempts to get promotional items
- Work with Program & Traffic Director to set up band interviews;
- Maintains a database of record companies, containing contact names and phone numbers;
- Maintain music spreadsheet (including add dates and disposition)
- Promotes concerts in the area, arrange interviews and tickets through record companies;
- Coordinate programming with other campus media;
- Oversees all assistant music directors (any DJ that is chosen to review music).
- Lead leadership and professional training session

Guin Yearbook Editor

The Guin editor will facilitate communication between the Guin and the other departments within student media and on-campus. The Guin Editor will hold 4 office hours each week and handle all meetings of the Guin Staff. The Guin editor will handle a wide variety of duties including:

- Make final decisions on editorial content.
- Give final approval of editorial content before publication.
- Be responsible for all layout design and work with the Student Media Designer when necessary.
- Assume responsibility for all content published in the Guin.
- Watch for legal concerns, such as libel, copyright and plagiarism.
- Work closely with the Ad Sales to obtain advertising for the yearbook.
- Work with the Copy Department to determine a schedule for getting the Guin content proofread.
- Work with the library (YSU archivist) to publish the book on its site.
- Arrange for senior portraits, group photos and other visual items necessary for the yearbook.
- Decide and execute a distribution plan before the end of each Spring semester.

Departments

There are ten departments in student media. These departments work together to advance the goals of all student media publications and productions.

They are:

- News (Editor, Assistant Editor, News Reporter, 4 General Assignment Reporters)
- Arts and Entertainment (Editor, Reporter, Social Media Writer)
- Web and Social Media (Manager, Assistant Manager, Social Media Curator)
- Ads and Promotions (Manager, 2 Assistant Managers)
- Sports (Editor, 2 Sports Reporters)
- Photo (Photo Editor, 2 Assistant Photo Editor)
- Video (Head of Video Production, Video Journalist)
- Design and Graphics (Head Designer, 2 Designers)
- Copy (Head Copy Editor, 2 Copy Editors)
- Radio (Program and Traffic Director)

The News Department

News Editor (16 hours a week)

The news editor is expected to work at least ten hours per week on non-production days (a minimum of ten office hours should be scheduled and kept) and until the paper is complete on production days. He or she will report to the editor-in-chief and handle duties including:

- Managing assistant news editor, 1-2 MMJs and assist with workshop reporters who are assigned news beats.
- Work with the Managing Editor/Jambar TV Executive Producer to identify stories that will be developed into packages.
- Reporting, assigning and content editing relevant articles.
- Creating a news budget that details story assignments at least two weeks in advance of the stories' deadline, and distributing the budget to all editors and reporters.
- Staying in close contact with reporters.
- Assigning photos, video and other art for stories.
- Taking photos and videos.
- Ensuring that important news stories are not missed.
- Developing breaking news stories.
- Meeting with his or her assistant and reporters as a group once a week.
- Content editing and revising all assistant news editors' and MMJ articles.
- Watch relevant final TV news packages to ensure basic facts are correct before they go to air.
- Work with the managing editor to help produce and appear on a weekly Rookery Radio show that features Jambar content and a weekly thejambar.com show.
- Enforcing deadlines.
- Meeting deadlines.
- Attending staff meetings.
- Writing an average of two articles per week.
- Work with Enterprise Editor on long term reporting project.
- Creating and managing a budget for thejambar.com and negotiating go-live dates for stories with the Web Manager and Editor in Chief.
- Coordinating the coverage of events and breaking news with the social media curator.
- Developing work schedules, assuring the assistant news editor(s) and/or reporters are on duty for their weekly office hours.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant News Editor (10 hours a week)

The assistant news editor will work with the news editor. The assistant news editor is expected to work at least five hours per week on nonproduction days and until cleared by the news editor on production days. His or her responsibilities will include:

- Reading and content editing news articles as assigned by the news editor.
- Helping the news editor develop story budgets.
- Suggesting headlines.
- Writing at least two stories per week during the academic year.
- Attending staff meetings.
- Taking photos and video.
- Assisting the news editor with stories for Jambar TV.
- Other duties assigned by the news editor, managing editor or editor-in-chief.

Multimedia Journalist (4 hours a week)

General assignment reporters will receive assignments from the news editor, assistant news editor(s), arts and entertainment editor, sports editor and/or the editor-in-chief as needed. General assignment reporters are expected to complete one story per week and post and observe one office hour per week. His or her responsibilities will include:

- Cover assigned stories.
- Write a 500-700 word story with a minimum of three stories once a week.
- Write a 4-6 sentence script for the same story.
- Follow writing and style conventions of news.
- Attend all news meetings and staff meetings.
- Take photos for stories.
- Capture at least 1 minute of video for each story.
- Provide story ideas.
- Meet all deadlines.
- Other duties assigned by the news editor, assistant news editor, managing editor or editor-in-chief.

The Copy Department

Copy Editor (16 hours a week)

The copy editor will be responsible for accuracy, style, grammar, punctuation and language usage in the entire newspaper, the yo magazine, thejambar.com and other auxiliary projects that may arise. In addition, the copy editor is expected to work until the newspaper is complete on the production day. His or her duties include:

- Copy editing all articles for the Jambar, thejambar.com, yo magazine, Penguin Review and social media associated with these publications using appropriate styles, including Associate Press style and the Jambar house style.
- Rewriting headlines as needed.
- Working out a copy flow arrangement for stories that will go-live on non-production days.
- Be available to copy edit breaking news and event coverage.
- Copy editing all proofs.
- Attending staff meetings.
- Working closely with assistant copy editor.
- Serving on the Jambar editorial board.

- Holding weekly meetings and critique sessions with assistants to review style and grammatical errors that were missed and to review basic Associated Press and The Jambar style guidelines.
- Updating The Jambar stylebook as needed throughout the semesters and the summer.
- Rewriting and reorganize stories as necessary.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Checking with reporters on questionable information.
- Holding a minimum of 12 scheduled office hours a week.
- Other duties assigned by the managing editor or editor-in-chief.

Asst. Copy Editor (10 hours a week)

The assistant copy editor(s) will be responsible for accuracy, style, grammar, punctuation and language usage in the entire newspaper. The assistant copy editor is expected to work until cleared by the editor-in-chief and/or copy editor on the production day and be available to edit copy for thejambar.com and other auxiliary publications throughout the week. His or her duties will include:

- Writing headlines for all articles.
- Attending copy department meetings.
- Copy editing all proofs.
- Assist with copy editing the yo magazine, the Guin and content for thejambar.com.
- Calling to confirm people who email Letters to the Editor.
- Being present in The Jambar for the majority of the day on the production day.
- Working out a copy flow arrangement for stories that will go-live on non-production days.
- Holding a minimum of 8 scheduled office hours a week.
- Other duties assigned by the managing editor or editor-in-chief.

The Arts and Entertainment Department

Arts and Entertainment Editor and Editor of the Yo Magazine (16 hours a week)

The arts and entertainment editor is responsible for coordinating coverage of features and human interest stories and will report to the editor-in-chief. The arts and entertainment editor is expected to work at least ten hours per week on the non-production day and until the paper is finished on the production day. His or her duties will include:

- Writing at least two stories per week during the academic year.
- Coordinating the human interest story for Jambar TV.
- Acting as Editor in Chief of the Yo magazine.
- Work with the managing editor to help produce and appear on a weekly Rookery Radio show that features Jambar content and a weekly thejambar.com show .
- Creating and managing a budget for thejambar.com and negotiating go-live dates for stories with the Web Manager and Editor in Chief.
- Managing a reporter and columnist.
- Reporting, assigning and content editing relevant articles.
- Assigning photos and art for stories.
- Taking photos when needed.
- Staying in close contact with their reporters.
- Meeting with the Arts and Entertainment Department once a week.
- Enforcing deadlines.
- Meeting deadlines.

- Attending staff meetings.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Other duties assigned by the managing editor or editor-in-chief.

Columnist (4 hours a week)

The columnist will be responsible for writing one column each week. The columnist will work report a budget of column ideas to the A&E Editor. Column ideas should be ready at least two weeks in advance of publication. His or her responsibilities will include:

- Posting and observing at least two office hours per week.
- Writing a 500-700 word column each week.
- Meeting all deadlines.
- Other duties assigned by the managing editor or editor-in-chief.

The Sports Department

Sports Editor (14 hours a week)

The sports editor will be responsible for coordinating coverage of the sports beat and will report to the editor-in-chief. The sports editor is expected to work at least five hours per week on non-production days and until the paper is finished on the production day. His or her duties will include:

- Writing at least two print stories per week during the academic year.
- Work with the managing editor to help produce and appear on a weekly Rookery Radio show that features Jambar content and a weekly thejambar.com show .
- Reporting, assigning and content editing relevant articles.
- Meeting with their assistants and reporters as a group once a week.
- Assigning photos and art.
- Taking photos when needed.
- Ensuring that important stories are not missed.
- Assisting the managing editor with stories for Jambar TV.
- Attending staff meetings.
- Enforcing deadlines.
- Creating and managing a budget for thejambar.com and negotiating go-live dates for stories with the Web Manager and Editor in Chief.
- Meeting all deadlines.
- Keeping watch for legal concerns, such as libel, copyright and plagiarism.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant Sports Editor (10 hours a week)

The assistant sports editor will work with the sports editor. The assistant news editor is expected to work at least eight hours per week. His or her responsibilities will include:

- Reading and content editing news articles as assigned by the sports editor.
- Helping the sports editor develop story budgets.
- Suggesting headlines.
- Writing at least two stories per week during the academic year.
- Attending staff meetings.
- Taking photos and video.
- Assisting the sports editor with stories for Jambar TV.
- Other duties assigned by the news editor, managing editor or editor-in-chief.

The Photo Department

Photo Editor (16 hours a week)

The photo editor is responsible for taking photos and video of events being covered by the Jambar, thejambar.com, the yearbook and other student media. The photo editor will report to the editor-in-chief. The photo editor must work closely with the editor-in-chief, managing editor and all section editors to ensure that opportunities for good photos and video are not missed. He or she must work at The Jambar on production night until all photos are finished and uploaded, and post and observe at least four additional office hours on non-production days. Specifically, the photo editor's duties include:

- Adhering to all deadlines.
- Manage the photography department.
- Working closely with section editors to capture photos, as well as creating an art budget and assigning assistant photo editors to take photos.
- Work with all reporters on obtaining the necessary art for the various publications and productions.
- Work with the social media curator to produce images that can be shared on appropriate imaging platforms.
- Reviewing and selecting images before they are uploaded.
- Creating photo galleries and slideshows when assigned by the editor-in-chief.
- Maintaining organization in the storage area, including keeping inventory of all the equipment.
- Informing the editor-in-chief, the adviser and the office manager when new equipment is needed, or existing equipment needs maintenance.
- Work with the design department to create a cohesive art design for the paper, the jambar.com, the yo magazine and other auxiliary projects.
- Organizing and shooting portraits of campus groups and graduating seniors for the yearbook designer.
- The Photo Editor must complete at least 8 office hours a week.
- Other duties assigned by the managing editor or editor-in-chief.

Photographer/Videographer (4 hours a week)

The photographer will receive assignments from the Photo editor, and/or the editor-in-chief, as needed.

Photographers are expected to shoot images and video that are listed on the art budget throughout the week (the time it takes to complete an assignment is dependent on a number of variables, art budget expectations are negotiated between the photographer and his or her editor each week). His or her responsibilities will include:

- Covering assignments which includes scheduling and preparing for covering events, breaking news and general assignment reporting.
- Attending all department meetings and staff meetings.
- Provide art ideas.
- Taking photos for stories and when necessary.
- Taking portraits and group shots for the yearbook.
- Meeting all deadlines.

Other duties assigned by the Sports editor, managing editor or editor-in-chief.

The Ad Department

Ad Production Manager (10 hours a week)

The ad production manager is responsible for creating all non-graphic advertisements and promotional materials for Jambar TV thejambar.com, the yo magazine, Rookery Radio, Penguin Review and other auxiliary publications. His or her duties will include:

- Meeting with prospective advertising clients.
- Complete pre-production materials for advertisements.
- Shoot and edit video for house ads.
- Shoot and edit video for client ads.
- Coordinate with Rookery to produce promotional spots with DJs.
- Create audio ads for Rookery.
- If no ads are on the budget, consult with the Electronic Media Adviser and Jambar Managing editor for auxiliary assignments.
- Attending staff meetings.
- Complete 10 office hours each week.
- Meeting all deadlines.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant Ad Production (4 hours a week)

The assistant ad production manager is responsible for working with the Manager to create all non-graphic advertisements and promotional materials for Jambar TV thejambar.com, the yo magazine, Rookery Radio, Penguin Review and other auxiliary publications. His or her duties will include:

- Meeting with prospective advertising clients.
- Complete pre-production materials for advertisements.
- Shoot and edit video for house ads.
- Shoot and edit video for client ads.
- Coordinate with Rookery to produce promotional spots with DJs.
- Create audio ads for Rookery.
- If no ads are on the budget, consult with the Electronic Media Adviser and Jambar Managing editor for auxiliary assignments.
- Attending staff meetings.
- Complete 4 office hours each week.
- Meeting all deadlines.
- Other duties assigned by the managing editor or editor-in-chief.

The Design Department

Designer (10 hours a week)

The designer is expected to work until the paper is complete on the production day and that all student media publications (including Yo magazine, Guin yearbook, etc.) are done on deadline. He or she will report to the Editor in Chief and handle duties including:

- Designing layout of the front, jumps and news pages, giving them a consistent, attractive appearance.

- Delegating work to other members of the Design department.
- Supervising and working with the design assistant on layout of opinion, sports and arts and entertainment pages.
- Proofing pages, graphics and photo illustrations for design errors.
- Working with the photo editor to create and maintain a workflow schedule and art budget.
- Working with the Web department to ensure thejambar.com and other student media websites are attractive and properly designed.
- Working with the copy editor to ensure that all mistakes are fixed on the page.
- Making photos “printer friendly,” including changing photos from RGB to CMYK and grayscale.
- Giving final approval of page layout.
- Attending staff meetings.
- Designing graphics, advertisements and photo illustrations as needed.
- Setting design style for the newspaper.
- Creating new mastheads and in-house ads that stay relevant with current design styles.
- Meeting deadlines.
- Managing the other members of the Design department.
- Creating communication channels with the printers of various student media products, and negotiating this relationship.
- Coordinate with the A&E editor to set a workflow schedule for the yo magazine.
- Coordinate with the PR editor to set a workflow schedule for the Penguin Review.
- Sending all files to the printers by deadline and being available to answer questions or make changes if needed by the printer.
- Layout portraits and group photos on the pages for the yearbook.
- Send the yearbook pages to the library for publication.
- Other duties assigned by the editor-in-chief and managing editor.

The Web Department

Web Manager (14 hours a week)

The web manager is expected to work with the editor of the Jambar, the managing editor, the Rookery Station manager, the Penguin Review Editor and other student media leader to maintain and update the various websites.

The web manager will report to the Managing Editor. His or her responsibilities will include:

- Managing the Web department.
- Designing and maintaining the website, with the help of the Design department.
- Uploading all stories and media content.
- Updating the interactive calendar.
- Maintaining and consolidating the server.
- Backing up the server to the external hard drive.
- Overseeing the maintenance of campus media’s social media presence. This includes providing passwords and access to those who are cleared by the leaders of each social media site.
- Uploading and organizing all stories on the website after each edition.
- Working with section editors to devise interesting ways of storytelling that take advantages of the digital environment.
- Updating the PDF digital archive regularly, and emailing this .pdf to the library.
- Ensuring that all contact information and the staff list stays up-to-date on the website.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant Web Manager (6 hours a week)

The assistant web manager is expected to work with the Web manager. His or her responsibilities will include:

- Helping to design and maintain the website, with the Design department.
- Uploading stories and media content.
- Updating the interactive calendar.
- Maintaining and consolidating the server.
- Backing up the server to the external hard drive.
- Uploading and organizing all stories on the website after each edition.
- Updating the PDF digital archive regularly, and emailing this .pdf to the library.
- Ensuring that all contact information and the staff list stays up-to-date on the website.
- Other duties assigned by the managing editor or editor-in-chief.

Social Media Curator (6 hours a week)

The social media curator is expected to work with the editor of the Jambar, the managing editor, the Rookery Station manager, the Penguin Review Editor and the web manager and other student media leaders to maintain and update the various social media accounts. His or her responsibilities will include:

- Devising strategies to share stories and media content over various social media platforms.
- Working with content producers and editors to create social media appropriate content.
- Create an ongoing budget of social media messages that play to the particular strength of each different platform.
- Manage the flow of social media messages.
- Overseeing the maintenance of campus media's social media presence. This includes providing passwords and access to those who are cleared by the leaders of each social media site.
- Working with section editors to devise interesting ways of storytelling that take advantages of the digital environment.
- Other duties assigned by the managing editor or editor-in-chief.

Videography Department

Head of Video Production (16 hours a week)

The head of video production is responsible for visual reporting on campus events. The head of video production will report to the managing editor and work with the Electronic Media Adviser. Specifically, the head of video production's duties include:

- Managing the videography department.
- Working with the managing editor/Jambar News EP to create a production schedule and story budget, complete with deadlines.
- Adhering to all deadlines.
- Post and hold 16 office hours each week.
- Shooting and editing video packages.
- Completing rough cuts for the MMJs by Tuesday mornings and having final productions ready for the Jambar TV show by Wednesday at 5:00 p.m.
- Working with reporters and editor on pre-production strategy and materials.
- Coordinating graphics with the design department.
- Informing the editor-in-chief, the adviser and the office manager when new equipment is needed.
- Coordinating with Jambar TV EP and EIC to cover breaking news for Jambar TV.
- Other duties assigned by the managing editor or editor-in-chief.

Assistant Video Production (6 hours a week)

The assistant video production is responsible for visual reporting on campus events. This person will work directly with the Head of Video Production and the Electronic Media Adviser. Managing the videography department.

- Adhering to all deadlines.
- Post and hold 6 office hours each week.
- Shooting and editing video packages.
- Work with reporters to record voice overs.
- Completing rough cuts for the MMJs by Tuesday mornings and having final productions ready for the Jambar TV show by Wednesday at 5:00 p.m.
- Working with reporters and editor on pre-production strategy and materials.
- Coordinating graphics with the design department.
- Informing the editor-in-chief, the adviser and the office manager when new equipment is needed.
- Coordinating with Jambar TV EP and EIC to cover breaking news for Jambar TV.
- Other duties assigned by the managing editor or editor-in-chief.

Radio Department

Assistant Station Manager (6 hours a week)

The Rookery Assistant Station Manager is expected to schedule and keep 6 office hours each week.

- Works with Station Manager on any format changes.
- Works other student media staff on promotional items.
- Works directly with Faculty Advisor on administrative and operational matters.
- Attend any staff leadership and job skill enhancement training as deemed the Advisor.
- Reviews, catalogs, and places into rotation new music on a regular basis;
- Ensures that recommended tracks are clean and appropriate, following FCC guidelines;
- Inputs all new music into database and makes it available in the booth on a regular basis;
- Prepares a description of music for the disc jockeys as new music is placed in rotation;
- Maintains relationships with record companies and attempts to get promotional items
- Work with Program & Traffic Director to set up band interviews;
- Maintains a database of record companies, containing contact names and phone numbers;
- Maintain music spreadsheet (including add dates and disposition)
- Promotes concerts in the area, arrange interviews and tickets through record companies;
- Coordinate programming with other campus media;
- Oversees all assistant music directors (any DJ that is chosen to review music).
- Lead leadership and professional training session