

The Cascade Digital Media Manager Contract

Rate of pay: \$175 per issue

Job Summary:

The Digital Media Manager is responsible for uploading content to *The Cascade's* website and managing all social media sites. The Digital Media Manager is also in charge of overseeing any additional media content for the web (videos, photos, etc.).

At all times, the Digital Media Manager shall adhere to the Cascade Journalism Society's bylaws, Code of Conduct and other policies, as well as ensuring that all material in his/her section does not violate the Canadian University Press Code of Ethics.

Duties and Responsibilities:

1. Ensure that all suitable articles are posted to the website in a timely fashion.
2. Request and select appropriate images to accompany web articles with the production team or executive staff.
3. Manage *The Cascade's* web presence, including Facebook, Twitter, and other social media pages.
4. Assist the Business Manager in developing online ad content.
5. Along with the Editor-in-Chief and Managing Editor, solicit volunteers to post weekly blogs.
6. Perform other duties as required by the Editor-in-Chief and Managing Editor.
7. Attend writers' meetings and Editorial Board meetings.
8. This position requires equipment for writing and e-mailing. The contractor will provide their own equipment needed. (i.e laptop, recorder)
9. As a contractor this position requires billing for work completed. Issue an invoice to the Cascade on a biweekly basis.

Qualifications:

1. Must be registered in at least one accredited course during the fall/winter semesters.
2. Must be available to work Wednesdays.

3. Must be available to be present in the office for at least five hours per week.
4. Must be a member in good standing of the Cascade Journalism Society.
5. Must be able to deal effectively with Society and university staff, students, and the general public.
6. Must have good understanding of internet culture.