

The Cascade Multimedia Editor

Rate of pay: \$175 per issue

Job summary:

The Multimedia Editor is responsible for producing, managing, and editing video and photo content for *The Cascade* from contributors and contractors to be posted in print and online. The Multimedia Editor shall ensure issues relevant to students are presented in visual form, which includes working with other editorial staff and contributors to the paper.

The Multimedia Editor works closely with the Social Media and Production teams. The Multimedia Editor will largely provide content for the Production and Design team to be incorporated in the print edition. The Multimedia Editor will also create highly interactive, shareable content, to be posted on *The Cascade's* website and social media accounts.

At all times, the Multimedia Editor shall adhere to the Cascade Journalism Society bylaws, Code of Conduct, and other policies; ensure material produced does not violate the Canadian University Press Code of Ethics; and always behave in an ethical manner as a representative of the paper.

Duties and responsibilities:

1. Produce, assign, and coordinate photo and video content and strategies that are of interest and relevance to UFV students.
2. Maintain a steady workload of weekly photo and video creation, both assigned and self-directed, based on the expectations of and discussions with the Editor-in-Chief and Creative Director.
3. Collect and pitch ideas for video and photo content independently.
4. Produce photographs and graphic content for articles when needed, first coordinating with contributors to produce those images.
5. Ensure that all images are submitted to the production email by the start of the production cycle, accompanied by a table of contents listing all photo content and photo credits.
6. Communicate with sectional editors at the beginning of the production cycle to determine which articles will be accompanied by multimedia elements.
7. Ensure video and photo content is original, properly credited, and not libelous or slanderous.
8. Ensure contributors have adequate equipment, training, and guidance to produce photo or video content.
9. Work up to five hours per publishing week in the *Cascade* office, to be coordinated with the Creative Director and Editor-in-Chief.
10. Ensure the timely writing, recording, editing, and submission of any audio content to be played on CIVL on behalf of *The Cascade*, including weekly news recaps, to be done in conjunction with the News Editor, and ads.

11. Attend all Pitch and Editorial Board meetings, as well as regular meetings related to job tasks, including but not limited to social media meetings, production and design meetings, and media meetings.
12. Perform other multimedia related duties and meetings as required by the Editor-in-Chief.
13. This position requires equipment for writing and e-mailing. The contractor will provide their own equipment needed. i.e a laptop and/or recorder.
14. As a contractor this position requires billing for work completed. Issue an invoice to *The Cascade* on a weekly basis.

Qualifications:

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one course for credit during the Fall/Winter semesters.
3. Must be available to work varying hours.
4. Must be able to deal effectively with Society and university staff, students, and the general public.
5. Must be competent in using Adobe photo and video editing software.
6. Must demonstrate a strong command of the English language by passing an editing test, which will be administered during the interview process.
7. Must have knowledge of all relevant laws and journalistic standards concerning libel.