



ARGUS POSITIONAL RESPONSIBILITIES SUMMER 1967 WINTER 1967-68
(approximate hours a week involved)

THE BRASS:

Editor-in-Chief: The big cheese. Makes all policy and final decisions: (45)
Assistant Editor: Assists the EIC in determining policy and writing editorials. Writes and edits major news stories. (40)
Managing Editor: Sees that the paper follows the ARGUS style, supervises make-up and writes editorials. Takes responsibility for the technical operation and "kindergarten" aspects of the newspaper. (40)
Advertising Manager: Receives commission for handling advertising phase of our operation, natch! (25)
News Editor: Assigns stories; oversees all final editing of all stories from all departments; works with makeup editor on page layout. All department editors are responsible to him. (35)

DEPARTMENT EDITORS:

Makeup Editor: Supervises makeup of all pages. Artistic advisor to all phases of the operation. (15)
CUP/Copy Editor: All news copy first handed to him for editing (which includes call for rewrite, or complete rejection), line count and setting instructions (where possible). Also responsible for reading and compiling CUP copy and for the Telex operation. (25)
Sports Editor: Handles complete sports operation and personnel. Should write a weekly column of comment on the sports scene. Travels to all major varsity events. (30)
Features Editor: Assigns and edits features. Sets up schedule for features. Hands in edited copy to news editor and arranges for pictures and/or sketches to accompany it. (25)
Photo Editor: Works in liason with News and Sports Editors to produce printable work. Assigns pictures to photographers and makes sure they are ready on time. Co-ordinates darkroom and photo-filing operation. (25)
Fine Arts Editor: Responsible for one fine arts page a week in the "Page 9" tradition. Submits edited copy to the News Editor. Responsible for pictures and/or illustrations for this page. (15)
Office Manager: Office maintenance, promotions, parties, librarians, typists, circulation, billing of advertisers. (20)
Projects Editor: Plans and prepares monthly eight page suppliment. Co-ordinates long-range planning. (10)
Clever Editor: Creates priceless but appropriate headlines for major stories. Makes ure that there is humour on every page. (5)

REPORTERS:

Senior Reporters to cover beats such as administration, AMS, Education, etc. Others to bird-dog the clubs and lesser activities. Keystones to the whole damn operation.

CARTOONISTS: Weekly. Free rein. Ever try to tell an artist what to draw?

REVIEWERS: Weekly. Paperbacks and movies. Theatre when available.

CIRCULATION: Mailing of subscriptions and complimentary copies. Distribution to high schools and downtown.

LIBRARIANS: Receive, read, clip, and file Canadian University and national daily newspapers.

TYPISTS: Once a week on deadline days.

TELEX OPERATORS: To be on call to send out telex messages.

APPLICATION

NAME.....FACULTY & YEAR.....

POSITION.....:

EXPERIENCE (IF ANY)

COMMENTS

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