**Editorial Team Roles**

**Editor/s**

The editor/s are responsible for overall content of the paper. They make sure everything runs to plan and have the final say on what appears in the paper.

**Chief of Staff/Student Editor**

The chief-of-staff (Student Editor) in a newsroom will decide what stories should be covered. They look at the stories coming in and decide which ones to follow up. They will coordinate and decide what reporters/photographers etc. are going to cover which stories. The chief-of-staff knows the capabilities of each person, their area of expertise, and which assignment best matches their talents and interests. A chief of staff reports to the editor/s and will try deal with issues before bringing them to the editor.

**Sub-Editor**

Sub-editors are responsible for checking articles and photo captions, deciding on catchy headings and helping the chief of staff and editor to decide which stories will feature in the paper.

**Journalist (researcher, interviewer and writer)**

Journalists will talk with people around the school (teachers, students, parents, etc.) and make a list of possible stories that could be covered from week to week. They will do the initial research to learn what stories will be worth covering and what angles they could be covered from. This role may include making up a list of questions and doing interviews for different stories. This role may also include engaging with the school community to find out how the digital newspaper is being received and what people would like to see more/less of.

Journalists may also work with the videographer to film interviews or report on specific events. They are responsible for writing a list of questions and creating scripts they will read off as they present news segments in video form. They will also need to organise interviewees who are happy to be filmed. Journalists may also be assigned stories by the chief-of-staff. They will write up the story and conduct interviews if needed. They may cover all types of stories or may be a specialist who is concerned with a specific area of the news, such as sport or art. Journalists will also edit their articles before they go for proofing and then to the sub-editors for final checking. Writers will also write a description for the type of photographs they need to go with their articles.

**Proof Readers**

Proof readers will read journalists’ stories and edit them, checking for punctuation, spelling and correct details, eg interviewees’ names are spelt correctly.

**Photographer**

Photographers are assigned to take pictures to accompany articles needed for each edition. They may also be assigned to an event or area of interest and work with the editor, chief-of-staff and writers to capture what is needed. They will need to edit the photos they take and write down the details of all people in the photograph for captions. They are also responsible for making sure that all students photographed have a signed consent form for publication or the photograph will have to be removed. The chief photographer overseas the work of all the other photographers.

**Videographer**

Videographers are assigned to take video footage at certain events or on stories in areas of interest. They work with the editor, chief-of-staff and reporters to capture what is needed. They will need to edit the footage together along with any music and voiceovers etc. needed. They are also responsible for making sure that all students photographed have a signed consent form for publication or the parts of the video with them in it will have to be removed.

**Cartoonist & Artist**

Cartoonists and artists are assigned to draw specific cartoons/drawings related to specific news events or other ideas connected to the school community. They may also be asked to source or make their own pictures/logos for stories that do not require photos.