



THE SPARTAN TIMES

Job Description: Paid Photographer
Pay: \$250-500 per year
Updated Jan. 2009

Weekly evaluations will be based on your performance of the following job responsibilities:

1. Take photos each week as assigned by the Art Editor, as well as candid photos on campus and in the community.
2. Return a completed photo assignment sheet to art editor weekly, including names and other relevant information that assist in caption creation.
3. Meet final deadlines as agreed on between the photographer and art editor, and contact editor about extensions needed prior to deadline.
4. Develop a list of contacts with whom you correspond regularly to generate ideas for photos and possible stories.
5. Read local, regional, and national newspapers, use e-clips or other information sources to come up with 3-4 news and other story ideas to present at club meeting every week.
6. Participate in training and workshops to hone photography skills, including individual meetings with Art Editor as needed. If possible, enroll in CNCC Photography course.
7. Attend *Spartan Times* club meetings and functions as club leaders/representatives.
8. Distribute fliers and newspaper copies to designated areas each week or as needed.
9. Participate in fundraising activities to raise money for conference trips and other newspaper events.