**Thunderbook Staff Job descriptions**

**Editorial Team: Keylee, Kenna**

* Lead the class in round-table/think-tank discussions (first 10 min)
* Provide basic layout templates
* Make sure the theme is carried throughout the book
* Pick up the slack where needed
* Provide help and guidance
* They will be the first to edit every page of the book

**Reception Team: Kristyn, Alyssa, Odaliz, Vannah,**

 **Kortnee**

* Keep track of staff members comings and goings
* Keep track of cameras/equipment
* Plan monthly parties
* Run errands for adviser

**Art and Advertising Team: Kiersten, Ellen, Micaela,**

 **Erika, Brinnley**

* Poster making
* Social media campaign
* Mail out senior ad pamphlets
* Make THUNDERBOOK a household name
* Get everyone pumped for distribution
* Plan and orchestrate the Thunderbook Stomp

**Reference Team: Madi, Tanner, Denise, Madison, Bella**

* Design portrait pages with correct number of portraits and pages
* Search for duplicates in portraits
* Double check names and spelling
* Check for tagging
* Keep track of the index
* Keep track of coverage
* Design group/team pages
* Organize and orchestrate the club picture days
* Label the group pictures

**Academics Team: Jon, Bronson, Bailey, Christina,**

 **Veronika**

* Find out what’s going on in classrooms and when
* Talk directly with/email teachers/department chairs
* Find out from students what they think would be interesting
* Make sure that academics gets a decent amount of coverage this year

**Activities Team: Chad, Naghieli, Stasia, Jourdan,**

 **Christian**

* Be in constant communication with Student Counsel
* Become familiar with ALL the Westlake clubs, when/where they meet and when they will do something awesome
* Make sure that when something awesome happens it gets covered

**Performing Arts Team: Amanda, Alex, Quinn, Braedon,**

 **Austin**

* Become BFF’s with all the performing arts teachers
* Find out when/where important events take place
* Find out who/what needs to be covered
* Make sure that the performing arts get the coverage it needs

**Sports Team: Savannah, Rachel, Ashlee, Tyler**

* Become BFF’s with all the coaches
* Find out who/what needs to be covered
* What are the most important games/matches etc.
* Only cover home games unless there is a special circumstance (State)
* Make sure each sport gets the coverage it needs

**General Staffer:**

* Be a team playa
* Help when help is needed
* Cover the assigned weeks and listen to feedback on what should/nt be covered
* Complete the assigned layouts/tasks ON TIME
* Always type text in word first
* Photoshop all photos to be used and only upload the ones you will most likely use to Josten’s
* Tag ALL layouts as soon as possible