

The AEC Agency

The AEC Agency will have two teams. The instructors will serve as CEO and vice president of communication.

- **All team members**
 - Work on tasks that fit your strengths
 - You will be evaluated by peers on the following:
 - Meets all deadlines
 - Is reliable and dependable
 - Is a self-starter: needs little instruction
 - Produces high-quality work
 - Attends all group/team meetings
 - Participates in discussions
 - Responds quickly to emails, etc.
 - Offers suggestions, feedback, ideas
 - Is available to help others
- **Director** (1 per team)
 - Leads his/her team and liaises between team, the instructors and the publishers
 - Serves as point person with publication publishers
 - Conceptualizes and organizes news content in conjunction with the associate director and editors.
 - Sets internal deadlines for editors
 - Calls and conducts team meetings as needed
 - Attends all meetings and remains engaged
 - Cooperates and coordinates with editors
 - Helps correct articles during production
 - Vets final work (final editor) before submission
- **Assistant Director** (1 per team)
 - Works with director and editors to facilitate production
 - Manages tip sheet
 - Sets and enforces deadlines for reporters and copy editors
 - Requests art at planning stage appropriate to articles
 - Assures staff meets production deadlines.
 - Collects all articles, art work and graphics, and places them in folder(s) for uploading.
 - Reads and edits corrected* stories for content
 - Helps with final edit.
 - * As directed by instructors
- **News Editor** (1 per team)
 - Serves as assignment editor, assigning breaking stories and working with directors and copy editors
 - Collects articles for publication
 - Coordinates corrections with copy editors
 - Edits stories, headlines, cutlines and captions
 - Cooperates with other associate editors
 - Meets all deadlines
- **Photo/Art Editor** (1 per team)
 - Works with directors, editors and vice president to facilitate production of appropriate art for publications.
 - Takes and edits photos
 - Writes cutlines and captions
 - Helps editors and reporters download photos from digital cameras
 - Meets all deadlines

- **Copy Editor** (2 per team)
 - Works with news editor and other editors to facilitate production
 - Reads and edits corrected stories* for content and style
 - Writes headlines for articles
 - Fact checks
 - Coordinates corrections with staff writers
 - Cooperates with other editors
 - Meets all deadlines
 - * As directed by instructors

- **Staff Writer** (4-5 per team)
 - Works with editors to contribute content to the publication
 - Writes articles and take photos in cooperation with the photo editor
 - Submits corrected articles* to copy editor and cooperates in making further corrections
 - Suggests headlines, hyperlinks, art, cutlines and captions to accompany articles.
 - Fact-checks and assures correct spelling of names
 - Assists with production as needed
 - Meets all deadlines.
 - *As directed by instructor