

Summer Employment

Please look over the list of jobs available and their descriptions. If you are interested, fill out the application and bring it with you on Sunday, June 8th.

You may also apply for jobs early by sending your answers to the questions on the application to office@gpgc.org. ***Please put your name and the job you're applying for in the subject line of the email.***

THE THINKER

The Thinker is our weekly newspaper. The Editor and assistants will be responsible for writing and selecting material for each issue and producing issues for publication. The positions outlined below may require after-hours work sessions every week an issue is published.

Editor and Assistant Editor applications need to include 3 ideas for stories they would like to see written if they were selected.

- **Editor-in-Chief**—Oversees all stages of publishing process, including (but not necessarily limited to): Plans for placement of each assignment within the issue, assigns copy editing and layout to the editorial staff, completes at least three stories for each issue (one being an editorial), and does layout for at least 4 pages per issue. Supervises corrections and confirms a final draft for submission by Friday morning for printing. Also is first point of contact for other class members who have questions about assignments. This position requires a high level of organization, a sharp eye for detail, and a willingness to work longer hours when necessary. Must be comfortable with all areas of the publishing process, including writing, photography, editing, and page layout.
- **Assistant Editor**-- Creates assignment list on Thursday of each week (along with the rest of the class in a group brainstorming session) and assigns stories + photos for each issue. Keeps track of these assignments on the white board; creates a master list of assignments and due dates for the teacher. Must be comfortable with all areas of the publishing process, including writing, photography, editing, and page layout. Also responsible for writing at least 2 assignments per issue and laying out at least 2 pages per issue.
- **Copy Editor/Proofreader (2)** – Check the class email address DAILY for writing submissions. Edit promptly using the Track Changes feature, then re-save with EDITED tag and update in the Google Drive. Also responsible for writing at least 2 assignments per issue. This position requires the discipline to stay caught up with daily writing submissions—sometimes there can be 10-15 stories turned in per day. Ideally, these are split between two editors.
- **Layout/Designers (2)** – Must be comfortable using Adobe software (training available). Once writing and photo assignments are submitted electronically by students, designers upload, edit, and place on the correct page of the document. Also responsible for writing at least 2 assignments per issue. This position requires a very high level of attention to detail.

****Ideally, designers can double as copy editors, so if you are qualified for both positions, please indicate that on your application!***

In addition to these paid editorial positions, *The Thinker* also needs reporters and photographers to create material for publication. Bonus pay is available for all positions. All editorial staff and reporting /photography staff members of *The Thinker* must enroll in one of the two afternoon sections of Publishing class.

GPGC Blog

If personnel and time permit, we would like to expand GPGC's online presence. One way of doing that is to create a student blog that will feature regular writers as well as guest bloggers posting about student life at GPGC, focusing on each person's individual experiences with academics, fine arts, government, and other official extra-curricular activities. As part of the Publishing class, student bloggers will post weekly entries as well as learn to optimize various social media outlets for GPGC's needs. Bloggers must enroll in one of the two sections of Publishing.

Miles To Go

Miles to Go is our literary journal that is published at the end of the summer. The Editor and assistants will be responsible for selecting material for the journal and preparing it for publication. Salaries for these positions are paid only during weeks when after-hours work meetings are held. *Miles to Go* editors and staff are not required to enroll in the afternoon Publishing class, but may choose to do so. THE BULK OF MTG WORK IS HISTORICALLY DONE THE SAME WEEKEND AS SENIOR TRIP. THEREFORE, THE EDITOR-IN-CHIEF CANNOT BE A SENIOR.

- **Editor-in-Chief** – coordinates the process of scoring submissions and determining those that are published. Creates page template based on chosen cover design. Determines which submissions should be placed where in the journal and assigns batches of pages for layout to each designer. Combines design batches and ensures continuity throughout the book, as well as continuity between volumes.
- **Doodle Master** – responsible for creating original artwork to accompany certain submissions of the Doodle Master's choosing.
- **Designers** – responsible for placing uploaded approved submissions and photos onto pages using Microsoft Publisher. For students who are visually inclined but unfamiliar with this program, we can provide training.
- **Photo Manager** – responsible for acquiring candid photos taken by various students throughout the summer for use in our Photo Pages section. Usually this is done by borrowing memory cards and uploading photos to our files. Must keep track of who took each photo as well as make sure each student is pictured in at least one candid shot (not counting class group pictures).
- **Selection Committee** – Responsible for reading packet(s) of submissions, assigning individual ratings to each work, and returning packet to the editor by the appointed time.

Bank Clerks

We may hire a few students to help with weekly bank openings. Duties would include helping the Banker with paperwork and disbursing funds.

GPGC Summer Job Application

Name: _____

1. What job are you applying for?

2. Why are you interested in this job?

3. Why do you think you should be given this job? (List experience, interest, etc.)