

# **Standard Operating Procedures for a *Paydirt* Photographer**

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**Introduction:** In Section 5.3.4 of the 2021-2022 SGA Constitution, it is stated that: “There shall be a *Paydirt* Editor in Chief appointed by the President and confirmed by the Senate by two-thirds ( $\frac{2}{3}$ ) majority vote, who shall be responsible for running the student newspaper of NMT. The Editor-in-Chief shall be responsible for obtaining content and hiring and maintaining a staff to assist in the duties of the office.” This is also reiterated in the approved Standard Operating Procedures of the EiC, in which it is stated in Primary Function #1 that it is the duty of the EiC: “To hire and manage a team of journalists, layout editors, and photographers. The *Paydirt* team currently consists of the EiC, two Journalists, a Layout Editor, and a Photographer.” Thus, the powers and responsibilities of the *Paydirt* Photographer position are as follows, written by the Editor-in-Chief.

## **Primary Functions of the Photographer:**

1. To attend weekly meetings with other *Paydirt* members.
2. To communicate with other *Paydirt* members via the communication channels selected by the EiC.
3. To take pictures for print issues. To place these photos in the *Paydirt* Drive.
4. To update the *Paydirt* Instagram whenever new issues are printed and distributed.
5. To work with the EiC and other members of *Paydirt* to complete reasonable tasks not explicitly stated in this document, as needed.

## **Descriptions of Functions:**

### **1. To attend weekly meetings with other *Paydirt* members.**

These meetings are decided upon by the Editor-in-Chief after taking into account the schedules and preferences of every team member. They should be held as early in the week as possible so as to provide as much time as possible for members to understand and complete their various tasks. Sample articles could cover SGA news, campus research, student clubs, etc. Layout ideas could include image placement, color choice, reading flow, etc. Photo ideas could include campus events, student clubs, hiking locations for filler photos, etc. Every team member should understand their responsibilities at the end of every meeting. It is the duty of the *Paydirt* Photographer to ensure they understand these responsibilities by asking questions during the meeting. They should also contribute their own ideas for the upcoming issue, especially when brainstorming layout ideas. The *Paydirt* Photographer should treat each other member with respect and with an openness for new ideas.

**2. To communicate with other *Paydirt* members via the communication channels selected by the EiC.**

The EiC of *Paydirt* selects a communication channel that best works for the team. It is the responsibility of all members, including the *Paydirt* Photographer, to utilize this channel to communicate with the EiC and other members about matters relating to *Paydirt*, such as upcoming interviews or events that will need pictures taken.

**3. To take pictures for print issues. To place these photos in the *Paydirt* Drive.**

This is the most important and prevalent function of the *Paydirt* Photographer. For each issue, different photo expectations will be set by the EiC and other members at meetings. Each image should be taken to the best of the Photographer's ability, by considering lighting, scenery, focus, etc. Although quality should always be focused over quantity, a good number of pictures should be available for the Layout Editor so that they have options when designing the next issue. Photo expectations include taking pictures at interviews, at events, and of scenery. For interviews, pictures are taken to provide context of who is being interviewed and what they are doing. For example, if the Photographer is taking an image of a biologist, it would be good to have at least one photo including the biologist and their research. For events, focus should be placed on the components of the events. For example, at NMT's club fair, photos should be taken of many different clubs, showcasing how that event hosts many diverse organizations. Scenic photos are taken at the Photographer's discretion. These can be anything that doesn't necessarily fit any upcoming articles or events but catches the eye of the Photographer. Beautiful sunsets, interesting rock formations, or cool animals are all examples. These are used by the Layout Editor to fill white space and provide color to the issue. It is the duty of the Photographer to provide a good number of the abovementioned photos and anything else agreed upon at team meetings to the Google Drive by their due date set by the EiC.

**4. To update the *Paydirt* Instagram whenever new issues are printed and distributed.**

After a new issue has been created, it is the responsibility of the *Paydirt* Journalist to update the *Paydirt* Instagram to notify followers of the new issue. The way in which this is conveyed is up to the Photographer. Typically, an image relating to or of the new issue is presented with a small caption describing the new issue. A variety of different images and captions should be used. It is also recommended that occasional uploads outside of releases be created to interact with followers.

**5. To work with the EiC and other members of Paydirt to complete reasonable tasks not explicitly stated in this document, as needed.**

The *Paydirt* Photographer may be required to complete additional tasks from time to time that have not been outlined in this SOP. Examples could include taking pictures at far away locations, attending a string of events for photos, or sorting through old photos to see what has been used and what can still be used. These are all abnormal tasks, but reasonable ones. The *Paydirt* Photographer should work with their teammates as needed to complete these in a timely manner as they would any other task.

Adopted by the NMTSGA Senate on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.