Web Team Positions:

**Project Coordinator (1)**

*Function:*
Generally plans, conceives, organizes and/or develops the project and realization of a data driven story with the guidance of faculty. The coordinator typically approves all content and in conjunction with the Assignment Editor assigns tasks to all positions. There is wide latitude for initiative, independent judgment and creativity. There is a regular and ongoing requirement to co-ordinate the work of others.

*Key Tasks:*
- Lead progress meetings and provide direction regarding project content and production requirements.
- Develop project content including assigning, researching, gathering and writing.
- Re-write and/or edit copy or text written by others.
- Exercise editorial responsibility.
- Supervise delivery of the project to the website.
- Ensure the proper and accurate clearance of all material used in the project.
- Maintain communication and rapport among web team.

**Assignment Editor (1)**

*Function:*
On a continuing basis, in conjunction with the Project Coordinator, assign reporters, writers and camera people to stories, communicate effectively with the web team and share all pertinent information to ensure there is no duplication of content.

*Key Tasks:*
- Provide all present at progress meetings with update on what interviews etc. are scheduled, finished, or anticipated.
- Assign and determine format of stories in conjunction with the project coordinator and web designers.
- Help the researchers by identifying any new stories/studies on subject matter of project.
- Outside the progress meetings, communicate with the web team regarding deadlines and status of stories being worked on and update the team as required.
- Maintain awareness and knowledge of news and events through newspapers, newswires, internet, radio and television newscasts.

**Web Designer (2)**

*Function:*
Under the authority of and working closely with the Project Coordinator, determine the overall presentation of content on the website. Create data visualizations, infographics, timelines, and maps, among other visual tools, to bring the story to life on the website.

*Key Tasks:*
- Attend progress meetings and provide input regarding technical requirements of content required for the project.
- Participate in the planning, conception and development of the project in conjunction with the project coordinator.
- Conceive, plan, develop and direct the visual elements ensuring consistency with the project plan and concept.
- Maintain communication and rapport amongst the web team.
- Work with researchers and writers to determine best method of displaying data and other content.
- Develop original/enterprising story ideas.
- Critically analyses and edits material written/produced by others.
- Continually updates information to ensure it is current.
- Advice and guidance are available, but initiative and independent judgment are expected.

**Web Researcher (3)**

*Function:*
Primary source of information for the web team, responsible for finding appropriate sources, compiling information, and sharing research with the appropriate team member. Advice and guidance are available, but initiative and independent judgment are expected.

*Key Tasks:*
- Gather information/data from various sources (primary and secondary).
- Arrange for and conduct interviews.
- Share research findings at progress report meetings.
- Ensure material being shared with web team is properly sourced and credited.
- Communicate effectively with all members of the web team.
- Help web designers and project coordinator determine best method of displaying data collected.
- Condense/clean data to be visualized and enter to excel spreadsheet/google doc.
Community Editor (2)

Function:
Liaison between the web team and the public, sharing information about the project by communicating through all available forms of social media and building relationships with community stakeholders.

Key Tasks:
Setting up a facebook page and determining a hash tag to promote discourse on the subject of the project. 
Responsible for audience engagement through the development of polls, comment curation, targeted tweets, and aggregating discussion through tools like Storify.
Updating all social media regularly throughout the week.
Responsible for all project promotion.
Researching stakeholders already involved in discussion around the subject matter and building relationships with them.
Communicating the progress of the project to the community at large.
Through discussions with the project coordinator and web designer, ensuring all social media content meets the mandate of the overall project.

ENG Web Camera (2)

Function:
The ENG Camera person provides broadcast quality shooting and camera support in the field as required. He/she will often be called on to work as a unit with the project coordinator or reporters, and will also be required to work independently in the field.

Key Tasks:
Shoot visuals appropriate for the format of the assignment ie. reporter story or sit-down interview.
Ensure gear is functioning properly prior to heading out to shoot.
Work effectively with reporters and determine their video and audio needs.
Participate in scrums/press conferences alongside professional broadcast organizations.
Conduct interviews.
Prepare, align, set-up and operate ENG equipment ensuring optimal audio, video and technical quality under prevailing conditions.
Maintain all equipment and report and concerns to Equipment Manager.
Communicate effectively with project coordinator, assignment editor, and reporters.
Show initiative and good judgment.

Web Photographer (1)

Function:
The photographer provides professional quality still photos in a photo essay format that may include audio and other still photos as assigned. He/she will often be called on to work as a unit with the project coordinator or reporters, and will also be required to work independently in the field.

Key Tasks:
Shoot photos appropriate for the format of the assignment ie. shots of web team, work in progress, or shots of subject.
Investigate online tools to put photos in a slideshow or to make photos interactive.
Ensure gear is functioning properly prior to heading out to shoot.
Work effectively with reporters and determine their needs.
Participate in scrums/press conferences alongside professional broadcast organizations.
Conduct interviews to give context to photos and provide audio.
Ensure optimal audio, visual and technical quality under prevailing conditions.
Communicate effectively with project coordinator, assignment editor, and reporters.
Show initiative and good judgment.
Must have working DSLR.

Web Reporter (2)

Function:
Perform reporting and editorial assignments related to gathering, writing and presentation of website content. Advice and guidance are regularly available, but initiative and independent judgment are required.

Key Tasks:
Attend progress meetings prepared with story ideas.
Follow and report on assigned stories to deadline using appropriate research techniques.
Arrange for and conduct interviews.
Gather and report information from various sources.
Decide which elements should be included in an item, their order, length and sequence, as well as the method of transition from one element to another.
Regularly check material gathered against other sources to ensure clarity and accuracy of content.
Write broadcast quality scripts for the website.
Follow news and current events in order to provide proper context to stories.
Communicate effectively with project coordinator, cameras and assignment editor.
Edit stories to broadcast quality using optimal sound and pacing.

**Web Writer (3)**

Function:
Gather information and write material for presentation on the website.
Advice and guidance are available, but initiative and independent judgment are expected. Co-ordination of the activities of others and close co-operation with the project coordinator and researchers are essential.

Key Tasks:
Expand on information gathered by researchers using a variety of sources.
Write using appropriate grammar, spelling, style, and format to assigned deadline.
Write material for presentation that describes issues and events in a clear and concise manner and provides detailed analysis to enhance the understanding of the audience.
Notify project coordinator of any changes that may alter visuals selected to run concurrently with the written content.
Post stories to the website.
Select appropriate captions and titles.
Critically edit material written by others and/or items produced by others.
Continually update stories to ensure they are current until project is finalized.