

## **POPS: Job description**

**Position Title:** POPS Senior Profiles

**Purpose:** Responsible for working with members of the Bradford Staff, performing arts director, faculty and students to identify senior profile recipients and ensure that profiles get written and submitted to the Wellesley Townsman newspaper.

### **Key Responsibilities:**

1. Cultivate a positive working relationship with faculty adviser to the Bradford, currently English teacher Amanda Brown (2016-2017).
2. Get to know the individual Bradford staff writers and develop a cordial working relationship with each student.
3. Every August, work with the Director of Performing arts to secure Senior Profile nominations from all WHS performing arts faculty: Band/Jazz Band, Orchestra, Choirs, Dance, Theater, and Theater Tech. Each teacher will be asked to recommend 2-3 outstanding seniors, along with a brief written summary of why the student is being nominated. All nominations should be in hand by September 30 of each school year.
4. Work with Bradford adviser to assign Senior Profiles to each Bradford writer, taking into consideration each writer's strengths, weaknesses, and personal interests. Establish submission deadlines and anticipated publication dates for each Senior Profile.
5. Send an email to the parents of each nominated student, congratulating their son/daughter and requesting that their student fill out a pre-interview questionnaire.
6. Notify nominated students about their assigned Bradford writer/photographer team, who will request a brief face-to-face interview and photo session.
7. Receive and edit all Senior Profile submissions, ensuring that quality and content is up to standards. Format and submit to the Wellesley Townsman within established deadlines.

8. Share published articles with Senior Profile students and their teachers.
9. Plan and hold a year-end luncheon for Bradford staff, thanking the students and their adviser for their valuable contributions.

**Time commitment:** Varies beginning in August (2-3 hours) and depends on activity, timelines for each profile throughout the school year.