

## **Expectations and duties of editorial staff positions**

*In addition to the duties listed, each applicant must have a professional attitude, work well under pressure and work well with others. Knowledge of grammar and AP style is required for each editor. The duties of each position are subject to be changed, added to, shortened and/or rearranged as the year progresses.*

### **News Editor:**

*At least one news editor must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Responsible for having three to four stories a day covering campus and city events
- Write at least one news article a week
- At least one editor must stay in the newsroom until the news pages are designed and proof page before he or she leaves
- Assemble and manage a staff of news writers
- Guide news writers and mentor them in a positive manner
- Edit news copy for content, AP style, grammar, structure, etc.
- Recruit additional news writers throughout the course of each semester
- Conduct weekly meetings with reporters in which articles are critiqued and stories are assigned
- Editor must communicate effectively with other editors both within and outside of his or her section, including submitting photo requests

### **Sports Editor:**

*At least one sports editor must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Responsible for having three stories a day
- Write at least one article a week
- At least one editor must stay in the newsroom until the sports pages are designed and proof page before he or she leaves
- Assign stories to sports writers
- Maintain and schedule writers to cover the various Ole Miss sporting events, press conferences and other sports media opportunities
- Guide writers and mentor them in a positive manner
- Edit news copy for content, AP style, grammar, structure, etc.
- Maintain a relationship with Ole Miss Sports Information, coordinate credentials and press passes for sports media events
- Recruit additional writers throughout the course of each semester
- Conduct meetings with reporters in which articles are critiqued
- Editor must communicate effectively with other editors within and outside of his or her section

### **Opinion Editor:**

*At least one opinion editor must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Responsible for having at least two columns a day
- Write at least one column a week
- At least one editor must stay in the newsroom until the opinion pages are designed and proof page before he or she leaves
- Assign stories to columnists weekly
- Responsible for hiring staff columnists
- Must ensure the columns in *The Daily Mississippian* are of diverse nature and contain no personal attacks on any persons, organizations or companies
- Assign weekly deadlines for writers and ensure that those deadlines are met
- Manage the letter to the editor email account
- Editor must communicate effectively with other editors both within and outside of his or her section

### **Lifestyles Editor:**

*At least one lifestyles editor must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Responsible for having at least three to four articles a day
- Write at least one article a week
- At least one editor must stay in the newsroom until the lifestyles pages are designed and proof page before he or she leaves
- Responsible for assigning lifestyles articles and deadlines to writers
- Assemble and manage a staff of writers
- Guide writers and mentor them in a positive manner
- Edit copy for content, AP style, grammar, structure, etc.
- Recruit additional writers throughout the course of each semester
- Conduct meetings with reporters in which articles are critiqued and stories assigned
- Editor must communicate effectively with his or her fellow editors both within and outside of his or her section, including submitting photo requests

### **Copy Chief:**

*Copy Chief must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Fact check each article for names, organization titles, dates, figures and mathematical correctness
- Edit copy for content, AP style, grammar, structure, and completeness
- Communicate effectively with other editors about story content
- Copy Chief does not leave the newsroom until all articles have been edited, placed and all pages have been proofed

- Copy Chief will create a list of commonly missed errors caught by the editor in chief, the managing editor and *The Daily Mississippian* faculty adviser each week to return to copy editors to improve the overall quality of the newspaper

### **Photography Editor:**

*At least one photography editor must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Responsible for art for all articles and columns for each publication
- Photograph at least one assignment a week
- Find subjects for feature photos
- Photo staff must provide at least two weekly photo galleries for online publication, including posting on social media accounts like Facebook and Instagram
- Write cut lines and captions for photos
- Assign stories to photographers and maintain accurate schedule, keeping staff accountable, maintaining communication with other editors in order to have all the art for each day
- Hire and manage a team of photographers
- Editors must guide photographers and mentor them in a positive manner which improves photo and caption quality for daily publication
- Have knowledge of Photoshop
- Skills in making graphics is not required but encouraged
- Editor must communicate effectively with his or her fellow editors both within and outside his or her section

### **Layout Designer:**

*At least one layout design editor must be present for the daily budget meeting and schedule his or her classes around budget at 3 or 4 p.m. Sunday through Thursday.*

- Responsible for the design and layout of *The Daily Mississippian* every day
- Extensive knowledge of Adobe InDesign is required
- Basic knowledge of Adobe Illustrator and Photoshop is preferred as well
- Must adhere to the design standards of the paper, though creativity is encouraged
- Responsible for creating graphics in advance and communicating with the various section editors to get information needed for graphics

### **Copy Staff:**

- Copy editors must work from 3:30 - 7 p.m. for two days a week editing articles, columns and other material for *The Daily Mississippian*
- Copy editors must have extensive knowledge of AP style and grammar
- Must suggest changes to copy which would improve clarity, structure or overall quality
- Must review weekly notes on area which need improvement
- Must have minimal knowledge of Wordpress

### **Online Editor:**

- Regularly attend budget meetings and come into the office to work with editors from all desks to coordinate online content that complements or improves the quality of existing or upcoming articles
- Edit articles online, SEO optimization as well as linking both within theDMonline.com's previous publication and exterior sources relevant to each article
- Incorporate NewsWatch and Rebel Radio clips onto the DM website
- Extensive knowledge of WordPress
- Be able to learn new online concepts and skills quickly

### **Social Media Engagement Editor:**

- Regularly attend budget meetings and come into the office to work with editors from all desks
- Responsible for working with editors to maintain and regularly post quality content on *The Daily Mississippian* Twitter, Facebook and Instagram account
- Update accounts throughout the day (i.e. tweet out a construction or parking update or posting a campus life photo to Instagram)
- Organize social media plans for big events, including but not limited to hashtags for the staff to use and promote during coverage (i.e. #OccupyTheLyceum), have a plan for how what to post and when during the event (i.e. covering Double Decker Weekend with an Instagram gallery posted at the end of each day and Facebook Live interviews with vendors)
- Monitor comments and messages on social media accounts
- Be on call for breaking news
- Work on improving *The Daily Mississippian* app

\*\*\* See next page for application \*\*\*

## **Application for The Daily Mississippian 2017-2018 editorial staff**

*Submit your application via email to [lanafergusonjourn@gmail.com](mailto:lanafergusonjourn@gmail.com) with a copy of your unofficial transcript, resume and writing samples as attachments or turn in everything printed out and in a folder to the Student Media Center by Wednesday, March 29. Interviews will be the first week of April and positions will begin immediately after.*

NAME:

PHONE:

EMAIL:

MAJOR:

MINOR:

CLASSIFICATION:

Please circle which position(s) you are interested in:

News Editor	Lifestyles Editor	Layout Designer	Social Media Editor
Sports Editor	Copy Chief	Copy Staff	
Opinion Editor	Photography Editor	Online Editor	

Will you be available to work in Oxford this summer?

What training will you need for the position?

List any/all journalism courses you have taken:

Do you know AP Style?

Have you worked for a media publication (including The DM, NewsWatch, Yearbook, Radio, Online, or other off-campus jobs/internships)? If so, which one, for how long and what was your position?

Why do you want to work for The Daily Mississippian?

If applying for a NEWS, LIFESTYLES, OPINION or SPORTS editor position, list three story ideas pertaining to the section.