

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.

Assistant Lifestyles Editor:

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

- Will work closely with current lifestyles editor to manage lifestyles writing staff and content
- Responsible for writing at least one article a week (minimum)
- At least one editor must stay in the newsroom until the lifestyles pages are designed and proof page before he or she leaves
- 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
- Editors must communicate effectively with his or her fellow editors both within and outside of his or her section, including submitting photo requests

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

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
- Responsible for working with the editor in chief and managing editor to curate stories for the daily electronic newsletter
- Must be able to read and understand online analytics (like Google Analytics) to report back to the staff how articles are performing
- Extensive knowledge of WordPress
- Be able to learn new online concepts and skills quickly

Staff writer:

Writers can contribute to NEWS, SPORTS, LIFESTYLES, and/or OPINION.

- Must write a minimum of four articles per month
- Will work closely with specific section editor(s) to take assignments and edit articles
- Writers are expected to create their own story ideas, find sources, and conduct interviews
- Previous journalistic writing experience is highly recommended but not required

Staff photographer or videographer:

- Must take a minimum of four assignments per month
- Will work closely with photography editors
- Photographers must write captions to accompany their photos

Cartoonist/Illustrator:

- Must take a minimum of four assignments per month
- Cartoonists will draw a minimum of one cartoon a week for the editorial page. It can be political but does not have to be.
- Illustrators will work closely with section editors and designers for special assignments where art illustrations are needed, like a special edition cover or article that would best partner with art illustration instead of photos or graphics

*** See next page for application ***

Application for The Daily Mississippian spring 2018 staff

Submit your application via email to dmeditor@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 Friday, Feb. 2. Interviews will be the second week of February and positions will begin immediately after.

NAME:

PHONE:

EMAIL:

MAJOR:

MINOR:

CLASSIFICATION:

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

- Assistant Lifestyles Editor
- Online Editor
- Copy Staff
- Staff Writer
- Photographer
- Videographer
- Cartoonist/Illustrator

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 the staff writer or assistant lifestyles editor position, list three story ideas.

If applying for online editor, list three ideas you have to improve the website or bring more traffic to it.