

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:

The assistant lifestyles editor must be present for the daily budget meeting and schedule his or her classes for budget three days a week (Sunday-Thursday).

- Work with the lifestyles editor to compile three to four stories a day
- Write at least one lifestyles article a week
- Attend budget, edit stories and stay until pages are designed at least two days a week
- Manage the weekly lifestyles budget and communicate with staff of writers to find story ideas and assign stories
- Submit requests for photos and graphics through the newsroom's system
- Edit lifestyles copy for content, AP style, grammar, structure, etc.
- Recruit at least three additional lifestyles writers by the end of each semester
- Be present at bi-weekly meetings with writers in which articles are critiqued and stories are assigned
- Be prepared to step into the daily role of lifestyles editor if current editor is absent

Assistant Photography/Multimedia Editor:

The assistant photography/multimedia editor must be present for the daily budget meeting and schedule his or her classes for budget three days a week (Sunday-Thursday).

- Work with photography editor to compile photos or video for everything being published
- Cover at least two photo or video assignments a week
- Attend budget, help edit photos, stay until pages are designed at least three days a week
- Maintain a system for receiving photo and video coverage requests from each desk and updating the newsroom's weekly budget
- Manage the desk's weekly multimedia calendar
- Communicate with photography staff to find feature photo ideas and assign coverage
- Edit photos and captions for content, composition, structure, etc.
- Provide online and social media staff with photos unique from print to post online
- Recruit photographers and videographers throughout the course of each semester
- Be present at weekly meetings with photographers in which photos/captions are critiqued and coverage assignments are given
- Be prepared to step into the daily role of photography editor if current editor is absent

Assistant Online Editor:

The assistant online editor must be present for the daily budget meeting and schedule his or her classes for budget three days a week (Sunday-Thursday).

- Attend three budget meetings each week
- Work with online editor to coordinate online content that complements or improves the quality of existing or upcoming articles
- Help produce an email newsletter each day of publication after articles are finalized
 - Note analytics for “The DM Morning Brief (subscriber changes, open rates, etc.)
- Publish finished articles online, including proper SEO optimization as well as linking to previous DM stories and exterior sources relevant to each article
- Meet with section editors to identify potential online-specific content and draft online versions of stories when necessary
- Extensive knowledge of WordPress
- Be able to learn new online concepts and skills quickly
- Be prepared to step into the daily role of online editor if current editor is absent

Application for The Daily Mississippian 2018-2019 editorial staff

Applications are due by 8:00 p.m. Thursday, Sept. 13 and may be submitted via email to dmeditor@gmail.com OR printed out and dropped off in person at the Student Media Center after 5:00 p.m. Monday-Thursday. Include a copy of your resume and writing samples as attachments. Interviews will be scheduled after the application period closes and new hires will begin training immediately after.

NAME:

PHONE:

EMAIL:

MAJOR:

MINOR:

CLASSIFICATION:

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

Assistant Lifestyles Editor

Assistant Multimedia Editor

Assistant Online Editor

What training do you feel you already have for this position? Do any of the job requirements seem like they may pose a challenge?

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?

What other organizations on or off campus do you belong to that may interfere with your responsibilities at The Daily Mississippian?

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

If applying for a PHOTOGRAPHY/MULTIMEDIA editor position, list three photo gallery or feature photo/video ideas.