

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

*In addition to duties listed, each applicant must have a professional attitude, work well under pressure and work well with others. Must be dedicated to The Daily Mississippian's daily operation. Each editor listed below must be present for the daily budget meeting, typically at 4:00 p.m., and schedule his or her classes around that time. Knowledge of grammar and AP style is required for each editor. The duties of each position may be changed, added to, shortened and/or arranged as the year progresses.*

#### **Assistant News Editor:**

- Work with the news editor to compile three to four stories a day covering campus and city events
- Write at least two news articles a week
- Attend budget, edit stories and stay until pages are designed at least three days a week
- Manage the weekly news budget and communicate with staff of writers to find story ideas and assign stories
- Be prepared to cover breaking news events on days working in the newsroom
- Submit requests for photos and graphics through the newsroom's system each day, communicate with photo staff to coordinate coverage
- Edit news copy for content, AP style, grammar, structure, etc.
- Recruit additional news writers throughout the course of each semester
- Help organize weekly meetings with reporters in which articles are critiqued and stories are assigned
- Note which writers are most fit to cover certain events, which writers are strongest when writing on deadline, other trends among writing staff etc.
- Be prepared to step into the daily role of news editor if current news editor is absent

#### **Assistant Sports Editor:**

- Work with the sports editor to compile three to four stories a day covering UM athletics
- Write at least two articles a week, including one coverage of a game or other media event
- Attend budget, edit stories and stay until pages are designed at least three days a week
- Manage the weekly sports 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, communicate with photographers to coordinate coverage
- Maintain the sports desk's up-to-date calendar of Ole Miss sporting events
- Edit sports copy for content, AP style, grammar, structure, etc.
- Recruit additional sports writers throughout the course of each semester
- Be present at weekly meetings with reporters in which articles are critiqued and stories are assigned
- Note which writers are most fit to cover certain events (press conferences, games, etc.), which writers are strongest when writing on deadline, other trends among writing staff
- Be prepared to step into the daily role of sports editor if current sports editor is absent

### **Opinion Editor:**

- Responsible for having at least seven columns each week, with one or two for each day
- Write at least two columns every month
- Must stay in the newsroom until the opinion pages are designed and proof page before he or she leaves
- Assign stories to columnists weekly and coach writers in better forming arguments and structuring their stories
- Responsible for coordinating with cartoon staff to provide a cartoon each day
- Responsible for hiring a staff of ideologically diverse and critically-minded columnists
- Must ensure the columns in The DM are of wide-ranging nature and contain no personal attacks on any persons, organizations or companies
- Must ensure columns in The DM are of relevance to Ole Miss students and often respond to current campus events
- Assign weekly deadlines for writers and ensure that those deadlines are met
- Manage the letter to the editor email account and respond to emails there as LTEs
- Check and keep the opinion twitter account fresh with information about relevant events, responses to readers etc.
- Editor must communicate effectively with other editors both within and outside of his or her section

### **Assistant Photography/Multimedia Editor:**

- Work with photography editor to compile photos or video for all stories 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 Layout and Design Editor:**

- Work with design editor to create layouts and necessary graphics for publication
- Produce graphics and illustrations for individual stories
- Attend budget, edit graphics and stay until pages are designed at least three days a week
- Maintain a system similar to budget for graphic design requests from each desk
- Be prepared to step into the daily role of design editor if current editor is absent
- Knowledge of Adobe InDesign, Illustrator and Photoshop

#### **Assistant Online Editor:**

- 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

#### **Copy Staff:**

- Copy editors must work for two-to-three hours on two days a week editing articles, columns and other material - *copy staff are not required to attend the editors’ daily budget meeting.*
- 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 keep weekly notes on recurring errors in stories and other trends within sections which need improvement
- Alert copy chief when a story presents an error worth immediate attention
- Must have minimal knowledge of Wordpress and Google Drive applications
- Assist in editing online content on days working in the newsroom

*See next page for staff application.*

**Application for The Daily Mississippian 2018-2019 editorial staff**

*Submit your application via email to [dmeditor@gmail.com](mailto:dmeditor@gmail.com) with a copy of your resume and writing samples as attachments OR turn in everything printed out and in a folder to the Student Media Center after 5:00 p.m. Monday-Thursday. Interviews will take place during the week of Dec. 3 or the week of Jan. 22, depending on availability and volume of applicants. New hires will begin training immediately after.*

NAME:

PHONE:

EMAIL:

MAJOR:

MINOR:

CLASSIFICATION:

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

Copy Staff

Opinion Editor

Assistant News Editor

Assistant Layout and Design Editor

Assistant Online Editor

Assistant Sports Editor

Assistant Photography/Multimedia Editor

Will you be available to work in Oxford this summer?

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 NEWS, OPINION or SPORTS 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.

If applying for a LAYOUT DESIGNER position, please bring three printed copies of your layout or design work to the interview.