

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. 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.

News Editor / Assistant News Editor*

The news editor is the driving force behind the content and direction from breaking and enterprise coverage. The news editor is responsible for creating plans for fast online coverage of breaking stories, as well as longer stories that delve deep into issues. Many stories, of course, fall somewhere in between the two extremes. The news editor is to find a balance by organizing coverage considering newsworthiness, timeliness, impact and diversity. She/he is responsible for the news desk delivering content on deadline; that is, the news editor's primary role is consistently producing quality, engaging, important reporting on time. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Collect, organize and edit 3-4 quality articles per day, on deadline
- Be present until content is produced for the day
- Meet with writers weekly
- Invite writers to watch their stories being edited periodically
- Meet with ME and EIC every day in the office
- Coordinate coverage among staff writers
- Retain, teach and learn from staff writers. Make the experience professionally and educationally valuable for everyone involved.
- Minimize bias in assigning stories to appropriate writers
- Know and teach good writing, focusing on common problems in meeting and daily edits
- Write news stories as needed
- Encourage writers to have a digital-first approach to storytelling

*An assistant news editor is focused on the same tasks, under the leadership of the news editor. He/she is expected to be in the office three days per week.

Sports Editor / Assistant Sports Editor*

The sports editor is the driving force behind the content and direction from breaking and enterprise coverage. The sports editor is responsible for creating plans for fast, online coverage of breaking stories, as well as longer stories that delve deep into issues. Many stories, of course,

fall somewhere in between the two extremes. The sports editor is to find a balance of the three by organizing coverage considering newsworthiness, timeliness, impact and diversity. She/he is responsible for the sports desk delivering content on deadline; that is, the sports editor's primary role is consistently producing quality, engaging, important reporting on time. They should aim to please sports fanatics while appealing to those not usually interested in sports. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Collect, organize and edit 3-4 quality articles per day, on deadline
- Be present until content is produced for the day
- Attends daily budget meeting
- Meet with writers weekly
- Invite writers to watch their stories being edited periodically
- Meet with ME and EIC during every day in the office
- Coordinate coverage among staff writers
- Retain, teach and learn from staff writers. Make the experience professionally and educationally valuable for everyone involved.
- Minimize bias in assigning stories to appropriate writers
- Know and teach good writing, focusing on common problems in meeting and daily edits
- Write sports stories as needed
- Encourage writers to have a digital-first approach to storytelling

*An assistant sports editor is focused on the same tasks, under the leadership of the sports editor. He/she is expected to be in the office three days per week.

Arts and Culture Editor

The arts and culture editor is the driving force behind the content and direction from breaking and enterprise coverage on creativity and the cultures surrounding the university. The A&C editor is responsible for creating plans for fast, online coverage of breaking stories, as well as longer stories that delve deep into issues. Many stories, of course, fall somewhere in between the two extremes. The A&C editor is to find a balance of the three by organizing coverage considering newsworthiness, timeliness, impact and diversity. She/he is responsible for the A&C desk delivering content on deadline; that is, the A&C editor's primary role is consistently producing quality, engaging, important reporting on time. They should soak up and share the vibrant arts scenes in Oxford, encouraging dialogue around interesting happenings around the town. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Collect, organize and edit 3-4 quality articles per day, on deadline
- Be present until content is produced for the day
- Attends daily budget meeting

- Meet with writers weekly
- Invite writers to watch their stories being edited periodically
- Meet with ME and EIC during every day in the office
- Coordinate coverage among staff writers
- Retain, teach and learn from staff writers. Make the experience professionally and educationally valuable for everyone involved.
- Minimize bias in assigning stories to appropriate writers
- Know and teach good writing, focusing on common problems in meeting and daily edits
- Write A&C stories as needed
- Encourage writers to have a digital-first approach to storytelling

Opinion Editor

The opinion editor is expected to recognize evidence-based arguments packaged in engaging writing. She/he knows clichés and ideological bias when it is present, and understands the role of opinion columns in journalism. Context and fact-checking are done far in advance of publication, and writers are encouraged to comment on local or state issues, considering the scope and effect of their columns in the editing process. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Collect, organize and edit 1-2 quality columns per day, on deadline
- Be present until your content is produced for the day
- Attends daily budget meeting
- Meet with writers weekly
- Invite writers to watch their stories being edited periodically
- Meet with ME and EIC during every day in the office
- Coordinate coverage among staff writers
- Retain, teach and learn from staff writers. Make the experience professionally and educationally valuable for everyone involved.
- Know and teach good writing, focusing on common problems in meeting and daily edits
- Encourage writers to have a digital-first approach to storytelling

Photo Editor / Multimedia Editor

Photo and multimedia editors are expected to look forward to coverage and consider the best way to tell the budgeted stories to a contemporary reader. They are to seek out the desk with which they are sharing coverage to understand the best way to cover stories together. Photo and

multimedia editors should edit content with online publication in mind, consulting the social media editor. Photos and multimedia editors understand that they are equally valued and important to the mission of the DM, and work with the understanding that their content can make or break the coverage of each desk. They are driving forces behind a more engaging online experience. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Be present until content is produced for the day
- Attends daily budget meeting
- Meet with creators weekly
- Invite creators to watch their content being edited periodically
- Meet with ME and EIC during every day in the office
- Coordinate coverage among staff
- Retain, teach and learn from staff. Make the experience professionally and educationally valuable for everyone involved.
- Minimize bias in assigning stories to appropriate staff
- Know and teach good visual, audio and design principles, focusing on common problems in meeting and daily edits
- Produce content as needed

Photo editor only:

- Collect, organize and edit quality images (and, when appropriate, video clips) for every story

Multimedia editor only:

- Collect, organize and edit 3-4 quality multimedia elements per week, on deadline

Design Editor(s)

The design editor is primarily concerned with leveraging the thinking and tools of a designer to make content from each desk engaging and accessible. She/he should create an attractive, contemporary, creative style for the DM that is unified across all digital and print platforms. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Uses design principles thoughtfully to match coverage
- Attends daily budget meeting
- Is present until content is published
- Working understanding of Indesign, Illustrator, Photoshop and Wordpress
- Can consistently produce clean online and print layouts on deadline
- Listens to input from all editors; gives feedback on vision and limitations

Social Media Editor

The social media editor is expected to uphold the image of the DM on social media. He/she should create and execute ideas on the best ways to produce new content or repackage old content for Facebook, Twitter and Instagram. An innovative, creative, go-getter attitude is a must for all qualified candidates.

- Meet with desks about upcoming coverage, creating and executing plans to share content online
- Create new content for all social media accounts as needed
- Watch for offensive/inappropriate comments on DM posts
- Understand the conversations online surrounding the news, reporting back to the EIC and ME
- Produces newsletter daily

Copy Chief

The copy chief is responsible for editing all articles, with the exception of some breaking and weekend coverage, for accuracy, AP style and grammar as well as for making recommendations for improved fairness and organization. The copy chief is responsible for supervising a staff of copy editors and for maintaining documents with frequently missed errors and house style guidelines. The copy chief should be present in the office until content is finalized each day.

- Edit for grammar, style and accuracy, ensuring that information is presented in context
- Supervise and schedule copy editors
- Maintain house style and frequently missed errors document
- Inform other members of the staff of errors
- Consult with section editors, ME and EIC in the case that a story must be restructured or rewritten

Copy Staff

Members of the copy staff suggest changes in the grammar, AP style and accuracy of stories. Copy editors are expected to work at least two to three shifts of two to three hours every week. They work closely with the copy chief to enhance their knowledge of AP style and of house style, and they ensure that information is presented fairly and accurately.

Submit your application via email to dmeditor@gmail.com with a copy of your resume and writing samples as attachments. Interviews will take place during the week of April 8, depending on availability and volume of applicants. New hires will begin training immediately after.

NAME:

PHONE:

EMAIL:

MAJOR:

MINOR:

CLASSIFICATION:

Which position(s) are you interested in?

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?

What stories, projects or changes would you prioritize in your position?