

The Etownian

POSTION DESCRIPTION

Job Title: Features Editor

Report to: Managing Editor

Objectives: To produce the features section each week for The Etownian.

DUTIES AND RESPONSIBILITIES

1. Hold a pre-brainstorming meeting **Monday** with assistant editor
 - a. Discuss possible story ideas.
 - b. Discuss possible profiles.
 - c. Discuss what stories can be assigned in advance.
2. Attend brainstorm meetings each Wednesday at 11 a.m.
 - a. Come prepared with *all* ideas for the section.
 - b. If more ideas are needed, the board will help come up with them, but the editor should normally have *all* ideas brainstormed.
3. Assign articles and photos
 - a. Articles: due **Sundays at 5 p.m.**
 - i. Assignments must be e-mailed out to writers by **midnight** on the day of the brainstorm
 - ii. editor@etown.edu must be CCed in the e-mail.
 - iii. Assignments must be specific, following the predetermined format that covers the subject, angle, contacts and question suggestions.
 - iv. Assignment sheets must be posted by **midnight** on the day after the brainstorm (Thursday).
 - b. Photos
 - i. Photo requests must be received by the Photo Editor by **5 p.m.** on the day of the brainstorm.
 - ii. Photo requests must be specific.
4. Receive articles and photos
 - a. Articles must be in the correct week's folder on the Features desktop by **5 p.m. on Sunday**. They must also be printed for copy editing by this time.
 - b. For late articles, the editor must
 - i. E-mail the writer, CCing editor@etown.edu and using a predetermined form letter.

- b. If the writer cannot make it to the office during the Features Editor’s office hours, the writer is responsible for making an appointment with the Features Editor to meet.
- c. If the writer misses an appointment or otherwise fails to meet with the Features Editor, the Features Editor must send a predetermined form e-mail to the writer, CCing editor@etown.edu, in order to reschedule.
- d. If the writer fails to respond within 24 hours, the editor must report to an executive.

10. The Features Editor may delegate responsibilities to the Assistant Features Editor, but is ultimately responsible for getting things done.

REQUIREMENTS AND SPECIFICATIONS

A. Knowledge Required to Perform at Competent Level:

- 1. Firm grasp of AP style.
- 2. Competent grasp of Adobe InDesign and layout basics.
- 3. Good organizational, communication and interviewing skills.
- 4. Good time-management skills.
- 5. Good management skills.

B. Consequence of Error:

- 1. Failure to pre-brainstorm could lead to lengthier-than-necessary brainstorm meetings and constitutes a lack of effort on the Features Editor’s part.
- 2. Failure to attend brainstorm meetings could lead to inability to efficiently come up with and assign stories.
- 3. Failure to assign and receive articles and photos on time could lead to delayed production schedule.
- 4. Failure to complete corrections, captions and headlines constitutes a gross lack of effort on the Features Editor’s part.
- 5. Failure to create the story document could delay production of the Etownian’s Web site.
- 6. Failure to meet with writers could lead to lack of quality writing.
- 7. Failure to attend office hours constitutes a lack of effort on the Features Editor’s part.
- 8. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Features Editor’s part.

C. The Etownian is an at-will employer. The relationship between the employer and the editor may be terminated at any time for any reason or no reason.

Editor: _____ Date: _____

Supervisor: _____ Date: _____