

# The Etownian

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## POSTION DESCRIPTION

**Job Title:** News Editor

**Report to:** Managing Editor

**Objectives:** To produce the news 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. Choose national and/or international issues for those assignments.
    - i. The issue should somehow relate to campus life.
    - ii. The writer should put the issue in context for the college audience.
  - c. Discuss possible front-page pictures.
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.
  - c. Select a front-page picture.
3. Assign articles and photos
  - a. Articles: due **Mondays 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](mailto: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 received by the Photo Editor by **5 p.m.** on the day of the brainstorm.
4. Receive articles and photos
  - a. Articles must be in the correct week's folder on the News desktop by **5 p.m. on Monday**, unless otherwise instructed. 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](mailto:editor@etown.edu) and using a predetermined form letter.

- ii. Report to an executive member if the story has not been received within 24 hours of the initial e-mail.
    - iii. Editors are ultimately responsible for the stories on their pages. If a story is not received, it is up to the editor to reassign or write the story.
  - c. Photos must be in the correct week's folder on the News desktop by **midnight on Monday**, unless otherwise instructed.
  - d. The News Editor is responsible for checking the public folder of the Photo Editor after **5 p.m. on Monday** and downloading the images the correct week's folder on the News desktop.
    - i. If photos with a specific deadline are not in the folder by **5 p.m.** on the day of the deadline, send a predetermined form e-mail to the Photo Editor, CCing [editor@etown.edu](mailto:editor@etown.edu), asking what plans have been made to get the photo and when it will be available.
- 5. Edit Articles
  - a. The News Editor should edit articles (for content and using proper AP style) before they are read by anyone else.
  - b. This must be accomplished by **midnight on Monday**.
- 6. Corrections
  - a. The News Editor is ultimately responsible for corrections, headlines and captions on the News pages.
- 7. Story document.
  - a. The News Editor is responsible for creating a single Word document with the headlines, bylines and text of every story appearing in his or her section that week. This document will be used to update the Etownian's Web site.
  - b. This should be completed **AFTER** the News Editor has made all corrections to the pages and spell-checked them.
  - c. The document should be saved in the following format: YYMMDD\_News.doc (for example: 060427\_News.doc)
  - d. When finished, the document should be e-mailed to the Online Editor, along with photos.
- 8. Office hours
  - a. The News Editor is responsible for having two scheduled hours per week that will be spent in the office.
  - b. These hours must be between **9 a.m. and 5 p.m.** (not Wednesday)
  - c. During this time, the News Editor will be responsible for answering the phone, taking messages and being available to help any walk-ins.
  - d. The News Editor should e-mail any other editors with messages received during office hours.
- 9. Meeting with writers to give feedback
  - a. The News editor must meet with all News writers during office hours to give them back their stories.
  - b. If the writer cannot make it to the office during the News Editor's office hours, the writer is responsible for making an appointment with the News Editor to meet.

- c. If the writer misses an appointment or otherwise fails to meet with the News Editor, the News Editor must send a predetermined form e-mail to the writer, CCing [editor@etown.edu](mailto: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 News Editor may delegate responsibilities to the Assistant News 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 News 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 News 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 News Editor's part.
- 8. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the News 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: \_\_\_\_\_