

The Etownian

POSTION DESCRIPTION

Job Title: Layout Editor

Report to: Managing Editor

Objectives: To oversee the layout and design of The Etownian. This editor is ultimately responsible for all pages being laid out.

DUTIES AND RESPONSIBILITIES

1. Attend brainstorm meetings each Wednesday at 11 a.m.
 - a. Come prepared to assist page editors in coming up with story ideas.
 - b. Come with story ideas that other staff members are unlikely to be aware of.
2. Office hours
 - a. The Layout 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 Layout Editor will be responsible for answering the phone, taking messages and being available to help any walk-ins.
 - d. The Layout Editor should e-mail any other editors with messages received during office hours.
3. Laying out pages
 - a. The Layout Editor should begin laying out pages as stories are received in order to streamline the production schedule.
 - b. Features, Opinion, and A&E stories should be in by **Sunday at 5 p.m.**, so layout on these pages can and should begin Sunday night.
 - c. News and Sports stories should be in by **Monday at 5 p.m.**, so layout on these pages can and should begin on Monday night.
 - d. Layout should be creative while conforming to certain styles of The Etownian.
 - i. All type styles should be used appropriately.
 - ii. There should be 1 pica between each element.
 - iii. The “dollar bill rule” should be followed.
 - iv. “Tombstoning,” while acceptable in dire circumstances, should be avoided.
 - v. Facing pages should complement one another.
 - vi. Ads should be in pyramid style.

- e. The Layout Editor can refer to the article list that will be posted above each computer to see which stories have been received and which are still to be received.
 - f. The Layout Editor is responsible to remain in the office on production night until *all* the pages have been laid out; however, the Layout Editor does not have to stay until all corrections are put in.
- 4. The Layout Editor should be available, while in the office, to assist other editors in laying out pages.
 - 5. Assistants: the Layout Editor is responsible for delegating work to any assistants.
 - 6. The Layout Editor is responsible for coordinating page layout with assistants to keep the production schedule flowing as smoothly as possible.

REQUIREMENTS AND SPECIFICATIONS

A. Knowledge Required to Perform at Competent Level:

- 1. Firm grasp of Pagemaker and advanced layout techniques.
- 2. Firm grasp of AP style.
- 3. Good organizational and communication skills.
- 4. Good time-management skills.
- 5. Good management skills.

B. Consequence of Error:

- 1. Failure to attend brainstorm meetings could lead to a lack of diversity of topics covered in the Etownian.
- 2. Failure to attend office hours constitutes a lack of effort on the Layout Editor's part.
- 3. Failure to have pages laid out could lead to delayed production schedule.
- 4. Failure to stay on production night until all pages have been laid out constitutes a gross lack of effort on the Layout Editor's part.
- 5. Possible separation of employment with The Etownian may result from lack of effort and responsibility on the Layout 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: _____