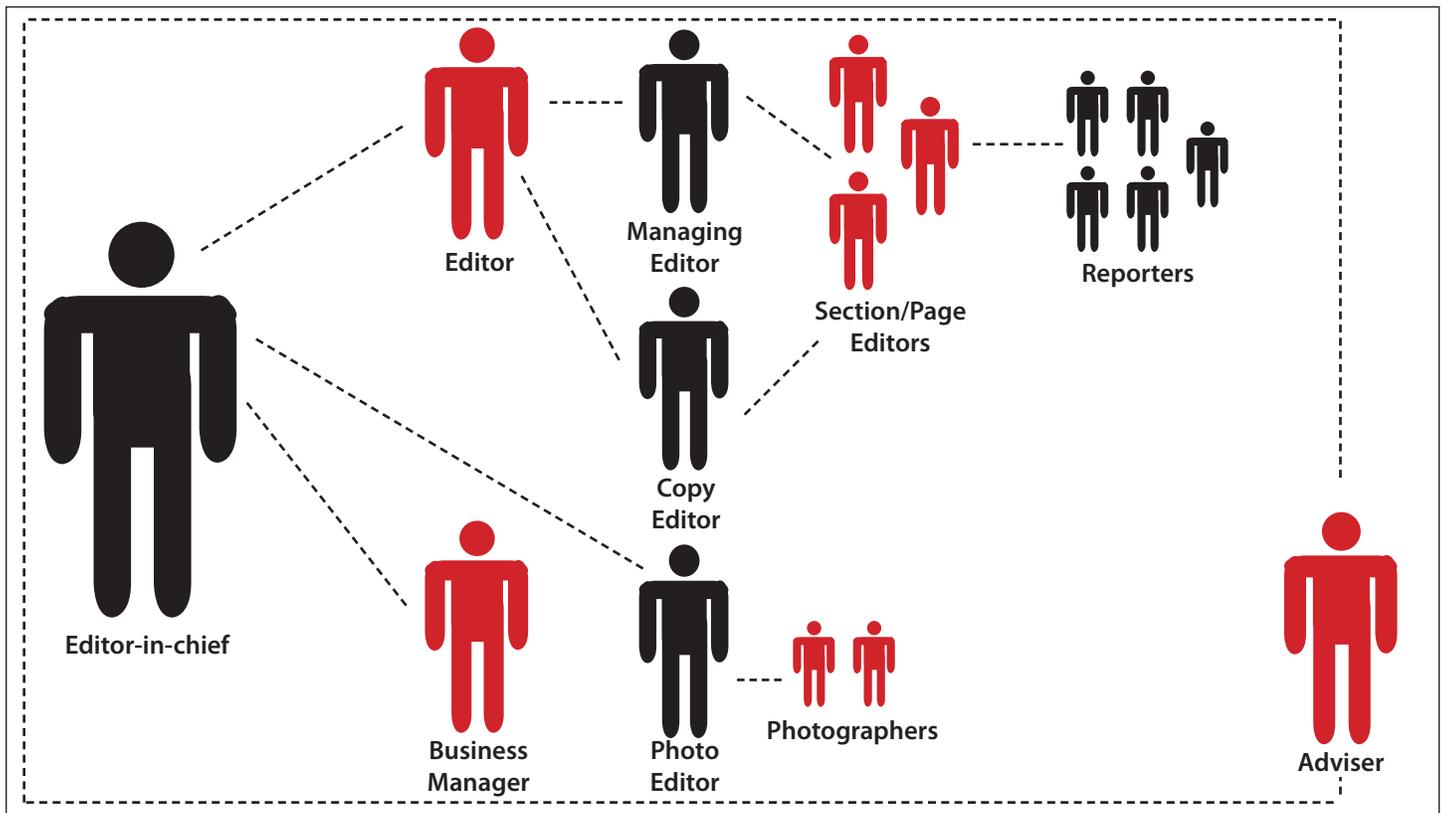


24 • Job Descriptions



EDITOR(S) IN CHIEF

- set goals for staff
- lead all-class discussions
- praise publicly/criticize privately
- determine size of publication with business managers (newspaper)
- keep class on task
- serve on the editorial board
- serve as the “face” of the publication
- alternate writing editorials (newspaper)
- answer only to Mr. Gayda
- handles staff disputes
- has final say in content and design decisions, may rely on editorial board
- know and understand the AP Stylebook
- manage letters to the editor (newspaper)

MANAGING EDITOR(S)

- serve at the discretion of the editor
- keep reports of staff member progress in their sections and e-mail weekly
- see that photo editors receive all needed assignments
- coordinate style issues with the copy editors
- coordinate design editors
- serve on the editorial board
- run class in editor in chiefs absence
- schedule and maintain calendar with managing editors
- report progress to editor in chief

- work with/coach new staff members

COPY EDITOR(S)

- edit all stories for your section
- make sure edits are made as needed
- report and problems to managing editor
- coach writers to eliminate repeated problems
- know and understand the AP Stylebook

SECTION EDITOR(S)

- make story assignments for your section
- work with design editor for layout concept
- report photo assignments to photo editor
- complete section by deadline
- follow through stories with copy editors
- make sure edits are made on behalf of reporters
- report to managing editor or editor in chief
- brainstorm ideas for your section
- maintain list of story ideas

DESIGN EDITOR(S)

- approve section editors’ designs
- assist in the design of various sections
- maintain and manage design libraries
- continually monitor design progress

- assist section editors with design plans
- create design checklist and use list for each page of each issue

BUSINESS MANAGER(S)

- keep track of all advertisements
- bill advertisers
- secure additional advertisers
- keep track of staff member ad sales

PHOTO EDITOR(S)

- works with editors in assigning photos
- creates and manages folders on servers
- makes sure accurate captions are written for each photo
- checks-out and maintains photo equipment
- trains photographers
- covers events

PHOTOGRAPHER

- takes photos as assigned
- writes captions for photos, makes sure to take down accurate information for photos

REPORTER

- writes stories as assigned
- makes corrections to stories as needed

ADVISER

- work with editors in determining goals for the year
- assist with making staff decisions

- prepare publications for printing submission
- oversee budget
- handle staff conflicts/disputes/discipline

ALL STAFF MEMBERS

- have an interest in journalism
- understand that work will need to take place outside of class
- have a strong sense of honesty and integrity

Advice to Editors

- challenge the writing, not the writer
- include writers—ask what stories they think we should be writing and how they should be written.
- be accessible.
- collaborate during assignment and editing process. Make them partners in creating the paper.
- make deadlines earlier if time is a problem. Don’t force articles into the publication at the last minute.
- coach before deadline, fix on deadline.
- get everybody moving in the same direction, being on the same team, striving for the same goals.
- editor should be a builder, not a demolitions expert.
- there’s a big difference between the editor who tells reporters “you can do better than this” with actions than the one who says “I can do better than you.”