

Collegian Arts & Culture Director

Description: The Arts & Cultural Director is a leader and student manager responsible for overseeing and directing the operations of the Collegian Arts & Culture desk. This person maintains a presence in the newsroom, and is actively engaged in the production of content and dedicated to the overall quality of the *Collegian's* digital and print products. The position requires a commitment of 15-25 hours per week of work-related duties.

An ideal candidate for this position has the following traits and qualities:

- Possesses a strong grasp on micro- and macro- editing; preference to candidates who have previously taken copy editing, but not required.
- Thinks ahead and plans for success.
- Strong communication skills and an ability to make decisions under pressure.
- Effectively balances time commitments outside of work.
- Is actively engaged with, and has a strong understanding of, the local arts community.
- Responsive to newsworthy events and prioritizes timeliness.
- Has a basic understanding of Adobe InDesign and design principles
- Possesses a strong understanding of journalist ethics and its application to covering arts, culture and entertainment.
- Prioritizes teamwork to maintain an inclusive and professional culture on the desk.

Main Responsibilities:

- Holds weekly planning meetings for the desk.
- Keeps reporters accountable for content production through the implemented feedback system as well as through direct communication.
- Plans an appropriate amount of content for the week and takes responsibility for the desk.
- Plans for multimedia coverage and packages, and communicates with the appropriate people in order to maintain an engaging digital and print presence.
- Completes payroll for the staff in a timely and accurate manner.
- Attends daily budget meetings in order to communicate effectively with the Editorial Board.
- Communicates frequently with managing editors about problems that could disrupt production.
- Edits one-on-one with reporters or provides feedback after editing remotely on Camayak or by phone.
- Encourages and nurtures new reporters and coaches skills.

Arts & Culture Specific Responsibilities:

- Applies for media credentials to ensure reporters have access to all newsworthy events.
- Professionally communicates with prominent members of the University, City, and larger arts and culture community, in order to build credibility as a publication.
- Possesses a strong grasp on the AP style sections relevant for covering arts and culture.
- When relevant, helps to develop, or assigns, specific beats to reporters in order to cultivate strong relationships between sources and reporters.

Compensation: the Editor-in-Chief and the CEO of Rocky Mountain Student Media Corporation will negotiate compensation with the Arts & Culture Director. Compensation will be hourly and paid through University merit work-study.

To apply: Submit a resume, cover letter and three relevant clips to edouglas@collegian.com with the subject line: "*Collegian 2017-2018 Application: Arts & Culture Director*" by 11:59 p.m. on Monday, April 10, 2017. Interviews will be scheduled and held by the Editor-in-Chief between April 10 and April 14. Be prepared to answer questions regarding the attributes and responsibilities listed above.