

Collegian Assistant Arts & Culture Editor

Description: The Assistant Arts and Culture Editor is a leader on the Arts and Culture desk responsible for assisting the desk, pushing social media content, and acting as a lead reporter and resource. This person is actively engaged in the production of content and dedicated to the overall quality of the desk. The position requires a commitment of around 10 hours per week of work-related duties.

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

- Possesses a basic grasp on micro- and macro- editing.
- Understands the importance of working outside of business hours to respond to newsworthy events.
- Takes action when problems arise, and leads the desk by example.
- Strong understanding of social media principles and ethics.
- Possesses 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.
- Responds to newsworthy events and prioritizes timeliness.
- Possesses a strong understanding of journalist ethics.

Main Responsibilities:

- Works with the Social Media Editor to push content in an effective and timely manner.
- Encourages reporters when communicating with them for job-related duties.
- Helps encourage multimedia coverage and packages by leading by example in order to create a culture of digital excellence.
- Submits pitches and is an active reporter on the desk.
- Schedules editing times with reporters to meet with the Arts and Culture Director or Editor.
- Communicates frequently with the Arts and Culture editor and director about problems that could disrupt production.
- Pitches creative ideas for social media engagement on the desk.
- Writes frequently for the desk, and helps the editors fulfill the needs of the desk.

Arts & Culture Specific Responsibilities:

- Professionally communicates with prominent members of the local arts, music and entertainment community in order to build credibility as a publication.
- Has a basic understanding of AP style sections relevant for covering arts and culture.
- Acts as a lead reporter on the desk and responds to basic reporter questions.

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

To apply: Submit a resume and three relevant clips to edouglas@collegian.com with the subject line: “*Collegian 2017-2018 Application: Assistant Arts and Culture Editor*” by 11:59 p.m. on Tuesday, April 11, 2017. Interviews will be scheduled and held by the Editor-in-Chief and the newly appointed Arts and Culture Director between April 17 and April 21. Be prepared to answer questions regarding the attributes and responsibilities listed above.