

***Collegian* Managing Editor**

Description: The Managing Editor is a leader and student manager responsible for overseeing and directing the operations of the *Collegian* newsroom. This person maintains a presence in the newsroom, is dedicated to the quality of print and digital products, and creates an inclusive culture by responding to daily concerns of the staff. The position requires a commitment of around 30 hours per week of work-related duties.

An ideal candidate has the following qualities:

- Possesses a strong understanding of news principles, and is able to evaluate content based on the *Collegian's* goals to engage and educate readers.
- Possesses a strong grasp on micro- and macro- editing; preference to candidates who have previously taken copy editing, but not required.
- Thinks ahead and sets desk directors up for success in production process.
- Understands the importance of working outside of business hours to respond to the team's concerns.
- Strong communication skills and an ability to make decisions under pressure.
- Effectively balances time commitments outside of work.
- Has a basic understanding of Adobe InDesign and design principles.
- Has a strong understanding of journalist ethics and its application to producing a cohesive product.
- Prioritizes teamwork to maintain an inclusive and professional culture.
- Responds quickly to feedback and criticism, and adjusts for the success of the team.

Main Responsibilities:

- Pitches ideas for, and helps to organize, relevant trainings for the Editorial staff.
- Attends, and helps to run, daily budget meetings in order to communicate with the Editorial Board.
- Keeps directors and editors accountable for content production through the implemented feedback system as well as through direct communication.
- Helps to manage human resources issues that arise for the Editorial staff.
- Maintains a strong presence in the newsroom and motivates the team to meet deadlines.
- Directs workflow in an effective and respectful manner.
- Actively consumes content and provides feedback to desks in order to facilitate growth.
- Anticipates problems that could disrupt production and responds appropriately.
- Encourages and coaches desk directors and editors.
- Responds quickly to readers, as well as prominent University and city officials, to ensure strong connections throughout the community.
- Engages with offices across campus in order to cultivate new relationships with the community, and helps to maintain established relationships.
- Effectively communicates between desks and with other departments in order to provide content producers and content managers the resources for success.
- Works with the Editor-in-Chief to implement a system of standardization for the Editorial staff.
- Pressures directors and editors to consider multi-media and digital presence, and assists them in communicating effectively with creative teams.
- Fosters a newsroom of excellence and inclusivity through both tangible actions and cultural cues.
- Maintains daily office hours.

Compensation: the Editor-in-Chief and the CEO of Rocky Mountain Student Media Corporation will negotiate compensation with the Managing Editor. 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: Managing Editor" 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.