

## ***Collegian Sports Director***

**Description:** The Sports Director is a leader and student manager responsible for overseeing and directing the operations of the *Collegian Sports* 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 20-30 hours per week of work-related duties.

### **An ideal candidate has the following 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.
- Understands the importance of working outside of business hours to respond to newsworthy events.
- Strong communication skills and an ability to make decisions under pressure.
- Effectively balances time commitments outside of work.
- Responsive to newsworthy events and prioritizes timeliness.
- Has a basic understanding of Adobe InDesign and design principles.
- Has a strong understanding of journalist ethics and its application to sports journalism.
- Prioritizes teamwork to maintain an inclusive and professional culture on the desk.
- Is actively engaged with, and has a strong understanding of, the local sports community.

### **Main Responsibilities:**

- Holds weekly planning meetings for the desk.
- Keeps reporters accountable through the feedback system or 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.
- Communicates with managing editors about potential problems that could disrupt production.
- Attends daily budget meetings in order to communicate effectively with the Editorial Board.
- 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.

### **Sports Specific Responsibilities:**

- Applies for media credentials to ensure reporters have access to all newsworthy athletic events.
- Professionally communicates with the CSU Athletic Department.
- Possesses a strong grasp on the sports AP style section
- Plans travel in advance, and works with the Editor-in-Chief and adviser to manage the budget.
- Helps develop, and assigns, specific beats to reporters in order to cultivate strong relationships between sources and reporters.
- Plans ahead for special editions: works with advertising, the design editor and the sports desk to ensure a cohesive product.

**Compensation:** the Editor-in-Chief and the CEO of Rocky Mountain Student Media Corporation will negotiate compensation with the Sports 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](mailto:edouglas@collegian.com) with the subject line: "*Collegian 2017-2018 Application: Sports 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.