

The Rocky Mountain Collegian Arts & Culture Director

The Arts & Culture Director is a leader who oversees and directs the operations of the Collegian arts and culture desk. The Arts & Culture Director maintains a presence in the newsroom and is engaged in and dedicated to the overall quality of content for the Collegian's digital and print products. The position requires a commitment of 15-20 hours per week of work-related duties.

The ideal candidate possesses the following qualities:

- Possesses a strong grasp on micro- and macro- editing; preference to candidates who have previously taken copy editing, but not required.
- Possesses a strong grasp on the AP style sections relevant for covering arts and culture.
- 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

- 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.
- Communicates frequently with managing editors about problems that could disrupt production.
- Encourages and nurtures new reporters and coaches skills.
- Actively and continuously seek out new and underrepresented voices, story ideas and readers on campus and in the community.
- Work with OnSpec, SVP and Collegian video to create cohesive video elements to accompany stories.
- Encourage and require reporters to take photos and short videos on assignment when appropriate.

Managerial 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.
- Applies for media credentials to ensure reporters have access to all newsworthy events.
- Completes payroll for the staff in a timely and accurate manner.
- 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.
- When relevant, helps to develop, or assigns, specific beats to reporters in order to cultivate strong relationships between sources and reporters.
- Professionally communicates with prominent members of the University, City, and larger arts and culture community, in order to build credibility as a publication.

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 fczarnecki@collegian.com and afleskes@collegian.com with the subject line: "Collegian 2019-2020 Application: Arts & Culture Director" by 5:00 p.m. on Thursday, March 28, 2019. Interviews will be scheduled and held by the 2019-2020 Editor-in-Chief and Managing Editor and the 2018-2019 Arts & Culture Director and Editor between March 29 and April 3. Be prepared to answer questions regarding the attributes and responsibilities listed above.