

The Rocky Mountain Collegian Assistant Arts & Culture Editor

The Assistant Arts & Culture Editor is a leader who assists the Arts and Culture Director and Editor by pushing social media content and acting as a lead reporter and resource for the Collegian arts and culture desk. The Assistant Arts & Culture Editor is actively engaged in and dedicated to the overall quality and production of content for the Collegian's digital and print products. The position requires a commitment of 10 hours per week of work-related duties.

The ideal candidate possesses the following qualities:

- Possesses a basic grasp on micro- and macro- editing.
- Has a basic understanding of AP style sections relevant for covering arts and culture.
- 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.
- Responds to newsworthy events and prioritizes timeliness.
- Effectively balances time commitments outside of work.
- Is actively engaged with, and has a strong understanding of, the local arts community.
- Possesses a strong understanding of journalist ethics.

Main Responsibilities

- Submits pitches and is an active reporter on the desk.
- 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.
- Communicates frequently with the Arts and Culture editor and director about problems that could disrupt production.
- Writes frequently for the desk, and helps the editors fulfill the needs of the desk.
- Acts as a lead reporter on the desk and responds to basic reporter questions.

Managerial Responsibilities

- Works with the Social Media Editor to push content in an effective and timely manner.
- Schedules editing times with reporters to meet with the Arts and Culture Director or Editor.
- Pitches creative ideas for social media engagement on the desk.
- Professionally communicates with prominent members of the local arts, music and entertainment 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 Assistant Arts & Culture Editor. 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: Assistant Arts & Culture Editor" 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.