

The Rocky Mountain Collegian Copy Chief

The Copy Chief is a leader who oversees the staff on the nightly copy desk and assists the print production team when the Editor-in-Chief and Managing Editor are unavailable. The Copy Chief is actively engaged in the workflow of print production and dedicated to the overall quality of the product. The position requires a commitment of 10-15 hours per week of work-related duties.

The ideal candidate possesses the following qualities:

- Possesses a strong grasp on micro- and macro- editing and a strong understanding of AP style.
- Understands the importance of working outside of business hours to create a successful print product.
- Understands Wordpress and how to use it when copy editing.
- Has an ability to motivate a team to meet organizational deadlines and the ability to edit with reporters or columnists when needed.
- Possesses strong communication skills and an ability to make decisions under pressure.
- Possesses a strong understanding of journalist ethics as it relates to the print product.
- Effectively balances time commitments outside of work.
- Prioritizes teamwork to maintain an inclusive and professional culture in the newsroom throughout the print production of the product.

Main Responsibilities

- Manages copy editors that are on working on the desk during nightly production.
- Works between content desks and the copy desk to ensure edits are done correctly.
- Identifies frequent errors and informs the Editorial Board in order to make changes.
- Communicates frequently with the Editor-in-Chief and managing editor about problems that could disrupt production of the print product.
- Develops and adheres to a digital system of copy editing to make edits to online content and identifies frequent errors in digital content.
- Keeps copy editors accountable for maintaining high standards of editing through the implemented feedback system and through direct communication.
- Is able and willing to copy edit breaking news when it arises.

Managerial Responsibilities

- Hires a staff of copy editors who possess a strong understanding, or a willingness to learn, AP Style and Collegian Style.
- Directs the copyediting staff to edit remotely before pieces are pulled for print, either by working with desk directors or by working through Trello.
- Performs a final check of all pages before directing the design team to PDF for submission.
- Directs communications between the design team, the copy editors and the desk directors throughout the print production process.
- Attends daily budget meetings in order to communicate with the Editorial Board.

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

To apply: Submit a resume and cover letter to fczarnecki@collegian.com and afleskes@collegian.com with the subject line: "Collegian 2019-2020 Application: Night 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 Night Editor between March 29 and April 3. Be prepared to answer questions regarding the attributes and responsibilities listed above.