

The Rocky Mountain Collegian Night Editor

The Night Editor 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 Night Editor is actively engaged in the workflow of print production and dedicated to the overall quality of the product. 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 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

- Serves as a coordinator between content desks and the copy desk itself.
- 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.