NEWS EDITOR

Spring 2020

As a News Editor, you are responsible for brainstorming article ideas and assigning content to your section at a weekly staff meeting. You also coordinate graphic assignments with the Illustration Editor and Photography Editor, paying specific attention to the front page graphics. You edit articles and work with your writers to make revisions, as well as checking in with writers during the week and giving guidance when necessary. You also coordinate with your Production Associate on production night and write headlines and photo captions to go with your articles. The News Editor should expect to work the most on Mondays, Tuesdays and Wednesdays. The News Editor will also be expected to work closely with a second News Editor on the editorial board.

As a section editor, it is important to manage time efficiently, to be patient and encouraging with your staff, and to be confident in your writing abilities. The news editor must be able to edit for grammar while critiquing others' work and providing writers with comments on how to improve their writing. At part of the educational mission of the paper, the news editor should be willing and able to lead workshops on article writing and interviewing techniques. The ability to stay informed about campus activities and events and to come up with interesting ideas for articles is also important.

Each editor is responsible for soliciting applications and hiring a team of writers at the beginning of each semester as well as mid-semester as necessary.

Experience working for a production is important for this position. It helps to understand the production schedule and have experience editing people’s work. Other important skills include creativity, time management, organization, being detail-oriented, good leadership, communication, and being able to problem solve.

Approximate time commitment: 11 hours per week

* Fixed times: Sunday 4-5:30pm, Wednesday (30-45 minutes between 6-8pm).

The News Editor should have the following skills:

* Strong writing ability
* Familiarity with journalistic and news writing
* Responsibility and self-accountability
* Ease talking to new people, confidence in interview situations
* Strong phone and email skills
* Awareness of news, blogs & current events
* Previous experience as a reporter for *The Wire* is highly recommended

Please fill out the questions below and submit with two writing samples to [wire@whitman.edu](mailto:wire@whitman.edu) by midnight on Friday, January 10th. Candidates who have previously held an editorial position on *The Wire* may skip questions 1 and 6, and do not need to submit writing samples.

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Graduating Year:

Email address:

1. Please describe any relevant writing or editing experience you have. Have you worked on a publication similar to *The Wire*? What experience do you have in a leadership position?
2. If you have previously held an editorial position on *The Wire*, what would you do differently this semester? If you have never held an editorial position on *The Wire*, why are you interested in being an editor?
3. What are your goals for *The Wire* this year? What would you like to see the paper do more of, or do better or differently?
4. What goals do you have for the news section?
5. Please pitch 3 article ideas. Include a brief description of each article as well as 3 relevant contacts. Additionally, please describe how you would go about gathering article ideas and necessary background and contact information for your section(s).
6. Please describe your ability to meet deadlines and work under pressure.
7. What other activities will you be involved in next semester, and how much of a weekly time commitment are these activities? How heavy is your academic courseload?

Please include two writing samples, preferably of journalistic writing.