CHIEF COPY EDITOR

FALL 2020

Copy editors are an integral part of *The Wire* as they ensure the correct usage of Associated Press (AP) Style throughout the paper. They also edit for correct grammatical usage, article clarity and organizational errors. Copy editors complete two rounds of editing. The first round takes place after articles are initially submitted for editorial review and the second round takes place during production after all content has been placed on the pages. The first round of editing takes place over the course of Monday-Tuesday evening, and copy editors must be available on Wednesday evenings for production night.

The chief copy editor oversees a team of 1-3 copy editors. The chief copy editor is responsible for giving all content and pages the final once-over before the paper is sent to the publisher. In addition, they are responsible for providing copy editing training to both the paper’s other copy editors and to section editors. The chief copy editor is required to attend the weekly editor meeting. The chief copy editor is also the last person to correct mistakes in the paper before it is printed. They read all articles to correct grammatical and spelling errors, ensure consistent implementation of the AP style guidelines and make minor editorial changes.

Applicants should expect the job to take about seven hours per week. Half of that time is spent on Sunday, Monday and Tuesday, when the copy editors edit all articles online. The other half is spent doing a final read-through on production night, which happens in the Wire newsroom on Wednesday nights. The chief copy editor is responsible for soliciting copy editor applications and hiring 1-3 copy editors.

The chief copy editor should have strong writing skills, a solid knowledge of grammar and an attention to detail. Familiarity with AP style is recommended.

*Approximate time commitment: 7 hours per week.*

Please fill out the questions below and submit with two writing samples to [wire@whitman.edu](mailto:wire@whitman.edu) by midnight on Sunday, June 28th.

Name:

Graduating Year:

Email address:

Phone number:

1. Please describe prior editing and writing experience. Have you previously worked on a newspaper or a similar publication?
2. What experience do you have in a leadership position?
3. If you have previously held an editorial or a management position on *The Wire*, what would you do differently this semester?
4. Are you familiar with AP Style? If not, do you have experience with other style guides?
5. Do you have experience using Adobe InDesign?
6. What other activities will you be involved in this upcoming semester, and how much of a weekly time commitment are these activities? How heavy is your academic course load for this semester?