**MANAGING EDITOR**

**Fall 2020**

The Managing Editor is one of the most senior staff members of *The Wire*, reporting directly to the Editor-in-Chief and Publisher. The Managing Editor is charged with the management of the production cycle and helping to oversee the general day-to-day operations of *The Wire*. This involves overseeing daily communication between staff members, monitoring all content (written and graphical) at all stages of the production cycle, and working closely with the Production Manager, Section Editors, Photography and Illustration Editors, Web Editor, Copy Editors and Production Associates. The Managing Editor also assists the Editor-in-Chief and Publisher with long-term projects and aids them in facilitating the general growth and development of the paper.

On the practical level, the Managing Editor is responsible for maintaining a weekly content list (Google Spreadsheet), setting and enforcing all deadlines (drafts, editing, copy editing, layout, etc.), monitoring content on WordPress throughout the week, editing high-priority articles, supervising draft night and production night, soliciting and managing corrections to published content, enforcing *The* *Wire*’s quote check policy, soliciting article suggestions and feedback from the community, soliciting staff feedback and maintaining the staff and editors’ email listservs. The Managing Editor also attends, takes attendance at and keeps minutes at weekly meetings and sends summary emails to the appropriate staff members afterward.

The position requires an average of 11 hours per week (including production night). The Managing Editor must be available Tuesday and Wednesday nights to oversee draft and production night. The busiest part of the week is typically Sunday through Wednesday as the weekly edition of the paper is being prepared for the press.

The ideal candidate for Managing Editor is someone who has previously worked for *The Wire* in different capacities and is therefore familiar with the various writing, editorial and production aspects involved. He/she will have keen writing and editing skills (a familiarity with journalistic writing and AP style is a plus) as well as strong leadership skills and a passion for peer mentoring. Solid organizational skills, attention to detail and the ability to work independently are also important.

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. Candidates who have previously held an editorial position on *The Wire* may skip questions 1 and 5. Interviews for this position may be held at the discretion of the Editor-in-Chief and Publisher.

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Name:

Graduating Year:

Email address:

1. Please describe any relevant editorial and leadership experience you have, particularly previous positions at *The Wire* or other similar publications.
2. What changes would you make to improve *The Wire* (website, paper, design, content, etc.)?
3. If you have previously held an editorial or management position on *The Wire*, what would you do differently this semester?
4. Please describe a long-term project you would like to work on to improve *The Wire* (eg. increasing readership, recruiting admitted students, etc.) and how you would go about doing this.
5. Please describe your ability to meet deadlines and work under pressure.
6. What other activities will you be involved in this semester, and how much of a weekly time commitment are these activities? How heavy is your academic course load?