

The Appalachian Managing Editor job description, 2016-17



The role

The Managing Editor oversees the production of The Appalachian, including editing and fact-checking content, and overseeing all written content and the news, A&E, sports and opinion editors. The editor is appointed by the Editor-in-Chief in consultation with the Assistant Director for Student Media. The editor is responsible to the Editor-in-Chief.

Application instructions

Your complete application will include your completed application online, your current resume, and at least two samples of relevant work. Incomplete applications or applications received after the deadline will not be accepted. Application materials must be submitted via email to Carl Blankenship, incoming editor-in-chief, at blankenshipcr@appstate.edu. For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at dycheab@appstate.edu or 828-262-6252.

Managerial Duties

1. **Assist** the desk editors in recruiting and training a staff of reporters for all desks that produce written content.
2. **Set** deadlines for editors to meet production schedules.
3. **Oversee** desk editors during production nights.
4. **Assist** desk editors in assigning and overseeing story production for each issue.
5. **Read and edit** all content for print and digital for factual accuracy, completeness and journalistic style, as well as spelling, grammar and organization.
6. **Assist** the Editor-in-Chief, Visual Managing Editor and Graphics editor in laying out the print product.
7. **Proofread** all pages before they are sent to the printer on production nights.
8. **Rewrite** stories when necessary to conform to acceptable newspaper standards.
9. **Undertake** assignments when necessary when no reporter or editor is available, including breaking news.
10. **Revise and rewrite** (in consultation with the desk editor and copy editor) stories when necessary to conform to acceptable newspaper standards.
11. **Attend** twice weekly editorial board meetings.
12. **Assist with leading** twice weekly desk meetings where needed.
13. **Present** writing and editing training to full staff on a regular basis.
14. **Meet** with the editor-in-chief to discuss quality of editing and coverage, and any problems related to any of the writing desks.