

# The Daily O'Collegian

## Spring 2010 Job Descriptions

### **ATTENTION:**

O'Colly Boot Camp will be held January 6 - 8.

Editors should plan to be in the newsroom on January 6 and 8.

Designers and copy editors should plan to be in the newsroom on January 7 and 8.

All staff members should plan to be in the newsroom January 8.

Applications are due Dec. 4 at 5 p.m. in JB 108.

A staff list will be published on Dec. 9.

# EDITORS

## AND NIGHTLY STAFF

All editors must demonstrate a firm commitment to the O'Collegian as well as excellent editing skills and must be willing to spend many hours a week in the newsroom. At least one semester of experience on the O'Collegian staff is preferred, but not required, for all editors unless otherwise stated in the job descriptions.

Every editor must discuss office hours with Editor in Chief (EIC) before the semester begins. All editors will have posted office hours.

Daily budget is held at 4:00 p.m., Sunday - Thursday.

Weekly budget will be on Sundays and will be included in the daily budget at 4:00 p.m.

The online budget must be updated daily by 2:00 p.m. and all assignments for the next week must be online within two hours of each weekly section meetings.

Editorial Board meeting times will be determined by the Managing Editor, Opinion Editor and Editor in Chief during O'Colly boot camps.

Each section editor will determine a time for thier weekly section meetings during the O'Colly Boot Camp.

## **MANAGING EDITOR:**

The M.E. makes all news story assignments, including info boxes, and photo assignments, with the assistance of the assistant managing editor. Must demonstrate excellent copy editing and communication skills. The M.E. is responsible for the front page and all news coverage five days a week, not including Web exclusive content. The M.E. works three days a week and must have extensive knowledge of Stillwater and the OSU community. The M.E. will work primarily with the senior staff writers and with beat reporters. The M.E. must be highly motivated and be able to take questions from the public. This position must also be able to work with young writers and be knowledgeable of news value for O'Colly readers. This position entails a hands-on approach in running the day-to-day operation of the newsroom and must be available to assist reporters with questions and offer help. The M.E. will work primarily in news but will also assist features, sports and opinion to ensure balanced news coverage. Must also plan for Web-only content, including slide shows. The M.E. is also responsible for enforcing writers' deadlines and editing the stories. The managing editor must attend all editorial board meetings and will be expected to contribute to the writing of editorials. On the nights they work, the M.E. or the Asst. M.E. will be expected to attend maestro sessions with the editor in chief and photo editor to discuss the next day's budget. The M.E. will also be responsible for updating the online budget daily and gathering the information and writing the calendar for the next day's paper on days the M.E. works. The M.E. will lead all writers meetings. Must attend the weekly budget.

## **ASST. MANAGING EDITOR:**

The assistant managing editor helps make all news story assignments, including info boxes, and all photo assignments. Must demonstrate excellent copy editing and communication skills. The Asst. M.E. works two days a week and must have extensive knowledge of Stillwater and the OSU community. The Asst. M.E. is responsible for the front page and all news coverage five days a week, not including Web exclusive content. The Asst. M.E. will work primarily with staff beat reporters and contributing writers, making sure they are following what's happening on their beat and placing stories from beats on the budget. The Asst. M.E. will also be in charge of stories from the reporting labs, checking for quality stories and assigning art for newsworthy reporting stories. The Asst. M.E. will aid contributing writers with their stories and will foster relationships with writers and build their skills and reporting levels. The Asst. M.E. will help the M.E. with brainstorming for story ideas and keep an open eye on campus for other news coverage. Must also plan for Web-only content, including slide shows. The Asst. M.E. must attend at least two editorial board meetings and will be expected to contribute to the writing of editorials. The M.E. is also responsible for enforcing writer's deadlines and editing the stories. On the nights they work, the M.E. or the Asst. M.E. will be expected to attend maestro sessions with the editor in chief and photo editor to discuss the next day's budget. The Asst. M.E. will also be responsible for updating the online budget daily and gathering the information and writing the calendar for the next day's paper on days the Asst. M.E. works. The Asst. M.E. is must also attend all writers meetings and assist the M.E. Must attend the weekly budget.

## **OPINION EDITOR:**

Assigns columns and is responsible for five opinion pages a week, including writing one column a week but not including Web exclusive content. May delegate some responsibility, including the editing two pages a week, to an assistant opinion editor, but the opinion editor will be held accountable for the quality of every opinion page. Must demonstrate excellent copy editing and communication skills. Must also be knowledgeable on libel laws concerning opinion pages and must work to recruit a balanced voice for the opinion page. Must also plan for Web-only content, including Web exclusive columns. The opinion editor must attend editorial board meetings. Must attend the weekly budget.

## **ASSISTANT OPINION EDITOR:**

Is responsible for two opinion pages a week, including writing one column a week and writing all editorials. Must demonstrate excellent copy editing and communication skills. Will answer to the opinion editor and help the opinion editor recruit columnists and edit their columns. The assistant opinion editor must attend editorial board meetings and gathers the opinion of the editorial board to write editorials. Must attend the weekly budget.

## **SPORTS EDITOR:**

Assigns sports stories, photos and graphics and is responsible for five sports pages a week, not including Web exclusive content. Must demonstrate excellent copy editing and communication skills. Sports editor is responsible for all sports briefs, graphics, stats, info boxes and sports AP wire and must work closely with photo editors to ensure quality photos and cutlines. The sports editor is also responsible for making sure that the sports staff completes travel requests for away games and works with the editor in chief or the adviser on a budget for sports travel. The sports editor is responsible for ensuring that all sporting events of interest to O'Colly readers are covered. Must also plan for Web-only content, including slide shows. May delegate some responsibility, including the editing two pages a week, to the assistant sports editor, but the sports editor will be held accountable for the quality of each sports page. Must also ensure stories are turned in by deadline. On the nights they work, the S.E. or the Asst. S. E. will be expected to attend maestro sessions with the editor in chief and photo editor to discuss the next day's budget. The S.E. will also be responsible for updating the online budget daily and gathering the information and contributing to the calendar for the next day's paper on days the S.E. works. The S.E. will work to establish a beat system for all sports reports. Must attend the weekly budget.

## **ASSISTANT SPORTS EDITOR:**

Edits and writes sports stories as delegated by the sports editor. Must demonstrate excellent copy editing and communication skills. Must also ensure stories are turned in by deadline. Must also plan for Web-only content, including slideshows. On the nights they work, the S.E. or the Asst. S. E. will be expected to attend maestro sessions with the editor in chief and photo editor to discuss the next day's budget. The Asst. S.E. will also be responsible for updating the online budget daily and gathering the information and contributing to the calendar for the next day's paper on days the Asst. S.E. works. Also assists the S.E. in working with writers and anything else the S.E. needs. Must attend the weekly budget.

## **ARTS/ENTERTAINMENT EDITOR:**

The arts/entertainment editor is responsible for five pages per week, not including Web exclusive content. Must demonstrate excellent copy editing and communication skills. This editor will be over features and entertainment beats and general writers. This position is responsible for assigning all feature and entertainment stories, including info boxes, photos and graphics. This editor will be required to fluidly mix entertainment, reviews and arts stories together onto one creative and entertaining page. Will update the entertainment calendar daily with entertainment news (like new release schedules) and campus must-dos (like plays) so readers know what's going on in the realm of pop culture. Must be creative and demonstrate excellent copy editing skills. Some stories assigned by this editor will run on news pages as the editor in chief and managing editor see fit. Specific pages will be reserved for broad feature topics as needed. Must also plan for Web-only content, including slideshows. This editor also must be prepared to help produce special inserts. Will also be responsible for updating online budget daily and attending the weekly budget.

## **MULTIMEDIA DIRECTOR:**

The Multimedia Director is over bloggers, videographers, podcasters and all other Web-only staff members. Must have excellent communication skills and work with other section editors to ensure they are coming up with online exclusive content. Will work with JB professors to ensure video projects students turn in for class that O'Colly readers would find interesting. Must work at least three nights a week and attend weekly budget, as well as updating the online budget. Responsible for enforcing deadlines on videographers and bloggers and setting up their weekly schedule. The multimedia director is also responsible for special sections on the Web site, including the housing guide. Must attend the weekly budget and the weekly photo meeting.

## **PHOTO EDITOR:**

Must be an excellent photographer with at least one full semester as an assistant photo editor. Must be skilled in Adobe Photoshop and using a DSLR camera. Must be able to find enterprising news photos to fill spaces where no O'Collegian staff photos are available. Will be responsible for all photographers and graphic artists. Will work closely with the section editors, design editors, multimedia director and managing editor to coordinate photos for the print and Web product. Will work with design editors to decide photo sizes and positioning. Must be willing to edit photos individually to achieve best results in print reproduction and online reproduction. The photo editor assigns photographers to photo assignments written by the managing editor and section editors. This editor also oversees the photo workstation and photography equipment. Must do an inventory check at least once a month as well as on his or her first and last day as photo editor. The photo editor will have the final say in what photo equipment is checked out and to whom. Must upload photos to Fotobroker on nights they work, but do have some discretion in what to upload. Will also mentor photojournalists and provide feedback on assignments they turn in. Must attend editorial and business meetings to discuss upcoming events and the best ways to cover the news. Must attend the weekly budget.

## **ASSISTANT PHOTO EDITOR:**

Must be a superior photographer with at least one full semester as a staff photographer. Must be willing to work two nights a week. Must be skilled in Adobe Photoshop and with DSLR camera usage. The assistant photo editor will work closely with the photo editor, section editors, design editors and managing editor. Will work with design editors to decide photo size and positioning. Must be willing to edit photos individually to achieve best results in print reproduction and online reproduction. The assistant photo editor assigns photojournalists to last-minute photo assignments written by the managing editor, the multimedia director and all section editors on the nights they work. Will also mentor photojournalists and provide feedback on assignments they turn in. Must upload photos to Fotobroker on nights they work. Will be required to attend editorial and business meetings to discuss upcoming events and the best ways to cover the news. Must attend the weekly budget.

## **DESIGN EDITOR:**

The design editor must have good working knowledge of page and photo layout and modular design. Will be responsible for laying out all pages and all content, including updating the weather on the front page, placing photos, cutlines, headlines, info boxes, bylines and body copy. Will work with section editors and managing editor to plan page layouts and meet nightly page deadlines, which are posted around the newsroom. Must read content and edit obvious mistakes they find and search for interesting pull quotes in stories. Designers and section editors should work together and if there is a conflict between a designer and an editor about layout of a page, the EIC will have the final say. Should work at least three nights a week and arrange the schedule of all the design specialists. Must attend the weekly budget.

## **DESIGN SPECIALIST:**

Design specialists must be knowledgeable about national, state and local news. They will be responsible for laying out all pages and all content, including updating the weather on the front page, placing photos, cutlines, headlines, info boxes, bylines and body copy. Must have good working knowledge of page and photo layout and modular design. Will work with section editors and managing editor to plan page layouts and meet nightly page deadlines. Designers and section editors should work together and if there is a conflict between a designer and an editor about layout of a page, the EIC will have the final say. Schedule will be arranged with the design editor, but designers must work at least two nights a week. Must attend daily budgets on nights they work.

## **WORDSMITH (10 positions):**

Edit all stories for style, content, grammar, punctuation, spelling and libel. Applicants must have a passion for grammar and proper punctuation and preferably will have extensive knowledge of The Associated Press and O'Collegian stylebooks. Wordsmiths must work at least two nights a week. They are also responsible for writing headlines for every story and editing all other text content on pages, including cutlines and info boxes. Must also edit blogs and publish stories on the Web site every night. They answer to the copy chief, who is also the editor in chief.

# STAFF POSITIONS

## **BEAT REPORTERS (multiple positions):**

Covers an assigned beat, including covering events happening on that beat and finding enterprise stories from the beat. Will work with M.E. and Asst. M.E. in determining budget of stories and cultivating enterprise ideas for stories on the beat. At least one semester of reporting experience is preferred, but not absolutely required for beat positions, unless otherwise stated. If interested in covering a beat, check line and then rank preference of beats listed on page 5. All reporters will be expected to attend weekly meetings to discuss and receive story assignments.

## **GENERAL ASSIGNMENT REPORTERS:**

Reporting experience preferred. Must be in the newsroom for six hours on a specified day of the week to work on stories and cover breaking or spot news. Will receive payment for hours spent in the newsroom in addition to stories written. Please indicate which days you would be able to work. All reporters will be expected to attend weekly meetings to discuss and receive story assignments.

## **SENIOR STAFF WRITER:**

Must have at least one semester of experience writing for the O'Colly. Covers important events at OSU and in Stillwater, as assigned by the managing editor. Also will be required to help work on enterprise stories from time to time. Will be expected to produce at least two stories a week. All writers will be expected to attend weekly meetings to discuss and receive story assignments. Will also help mentor new reporters and let less experienced reporters shadow them on assignments.

## **SPORTS REPORTERS (multiple beats):**

As the backbone of the sports department, sports writers will be expected to complete at least two to three stories a week as assigned by the sports editors.

## **PHOTOJOURNALIST (multiple positions):**

Must be able to operate a DSLR (Digital Single Lens Reflex) camera in manual mode, as well as understand the relationship between shutter speed, aperture and ISO settings. Takes photo assignments from the photo editor and assistant photo editor. Photojournalists will be responsible for writing cutlines for their photographs. Photojournalists will be required to produce quality photos for all assignments and must complete all assignments by deadline while using journalistic integrity. Photo editor may ask to see a portfolio which displays photography abilities upon interview. Must attend all photojournalist meetings.

## **SENIOR PHOTOJOURNALIST:**

Must have an incredible understanding of the relationship between shutter speed, aperture and ISO settings. And preferably have extensive knowledge of lighting and Photoshop. Senior photojournalists will be required to produce quality photos for all assignments and must complete all assignments by deadline while using journalistic integrity. They report to the photo editor and must take at least two assignments a week. Will also help mentor new photojournalists and let less experienced photojournalists shadow them on assignments. Must attend all photojournalist meetings.

## **OPINION COLUMNIST (multiple positions):**

Must write at least one opinion column every two weeks on an area of expertise, like politics, culture, economics, study abroad, international students, foreign policy, but occasionally on subjects assigned by the opinion editor. Must meet weekly deadlines as set by the opinion page editor. Applicants must attach two sample columns of at least 450 words each to this form. Also must attach a list of 10 other column ideas. All columns will be edited for libel and clarity, and editor in chief's discretion will be the final determining factor in all cases of questioned taste.

## **POLITICAL CARTOONIST:**

Must turn in at least one editorial cartoon every week. Editorial cartoons may be on subjects assigned by the opinion editor. Three sample cartoons are required unless applicant has previous experience on the O'Collegian staff.

## **PODCASTER (multiple positions):**

Broadcast experience preferred. Will write and perform daily podcasts for [www.ocolly.com](http://www.ocolly.com).

## **GRAPHIC ARTIST:**

Must prepare graphics, including maps and other illustrations, to accompany news stories as assigned by the photo editor. Please bring 3 examples of your work with this application.

## **BLOGGER:**

Will be responsible for at least three blog updates a week and update on set days. Must submit an idea and description of blog idea with application. Bloggers are required to keep in touch with the Multimedia Director and attend weekly blogger meetings. Bloggers should avoid cursing and using offensive language. All posts should be between 150 - 500 words, unless approved by the Multimedia Director. Blogs must stay on chosen topic.

## **VIDEOGRAPHER:**

Must be a passionate storyteller and know how to use a camcorder and edit video using Final Cut Pro. If an applicant does not know Final Cut Pro, they can attend one of the O'Colly training days held throughout the semester. Must complete and turn in at least one video or documentary every two weeks. Multimedia Director may ask for a portfolio which displays video editing abilities before hiring.

# BEAT REPORTERS

Responsible for covering an assigned beat, including covering events happening on that beat and finding enterprise stories from the beat. Will work with M.E. and Asst. M.E. in determining budget of stories and cultivating ideas.

## **POLICE REPORTER:**

At least one semester of reporting experience is preferred. This reporter covers most if not all crime- and court-related stories. Must have daily contact with the OSU and Stillwater police departments, and establish rapport with long-term sources. Some court reporting also may be required. At least two stories a week will be expected from the police reporter. Will also submit daily briefs from information in police department activity logs for publication. Attach two pieces of published work to this application. Police reporter must be available on short notice for breaking news. Must contact the managing editor and assistant managing editor daily with updates and contact them immediately for breaking news.

## **ADMINISTRATION REPORTER:**

At least one semester of reporting experience is preferred. This reporter covers stories dealing with aspects of the university administration, A&M regents, state regents and Faculty Council. Applicant must be prepared to cover the Faculty Council meetings on a routine basis. Some stories will be reported in cooperation with the senior staff writer. Will submit at least two stories a week. Must obtain a copy of this past year's budget for the Alumni Association and all colleges on the Stillwater campus during first week of school. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

## **REGENTS REPORTER:**

Cover the Oklahoma State Regents for Higher Education and the Oklahoma State University Board of Regents, the two state agencies that govern OSU. Would require some out-of-town travel (will be reimbursed). Will consist of meeting coverage and explanatory pieces on regent work. Frequency: infrequent with bursts of coverage (i.e., three to four stories one week, none the next two weeks), with potential for breaking news and front page stories. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

## **STUDENT GOVERNMENT REPORTER:**

Covers weekly meeting of SGA Senate (Wednesday nights) and other stories concerning student government as assigned by the managing editor. Should also develop own story ideas concerning the Student Government Association, Graduate Student Association and their functions. Applicant cannot be a member of student government. Must obtain a copy of this past year's SGA budget and campaign disclosure records during first week of school. Frequency: two to three stories a week. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

## **STUDENT GROUPS REPORTER (Two positions available):**

Must have one semester of reporting experience and cannot be an active member of Greek Life or RHA. Must be able to keep up good contacts and correct reporter-source relationships. Will be responsible for covering all the aspects of the student communities. Produces at least one story a week. Attach two pieces of published work to this application. Also responsible for many general university activities, including Student Union Activities Board and major club events. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

### **MULTICULTURAL REPORTER:**

Covers events and issues of interest to OSU's international community. Applicant need not be an international student. Produces at least one story a week. Attach two pieces of published work to this application. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

### **TRANSPORTATION REPORTER:**

Reporting experience preferred. Must keep up with the OSU parking changes and street closings. Will also report on construction and changes on any news in BOB and other transit. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

### **SCIENCE AND TECH REPORTER:**

Covers events and issues relating to science and/or technology. Reporter will cover Information Technology problems, such as computer viruses, and have a background in computer technology. Reporter will also be expected to cover the work of OSU researchers and will work closely with the managing editor in developing story ideas. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news.

### **GREEK LIFE REPORTER:**

Must have one semester of reporting experience and cannot be an active member of Greek Life. Must be able to keep up good contacts and correct reporter-source relationships. Will be responsible for covering all the aspects of the Greek communities. Produces at least one story a week. Must contact the managing editor and assistant managing editor each week and contact them immediately for breaking news. Attach two pieces of published work to this application.

# **CONTRIBUTING POSITIONS**

Contributing positions are not monetarily compensated for their work, but are intended for those applicants who have limited time or who need experience before being on staff. Contributing columnists will report to the opinion editor and contributing writers will report to the assistant managing editor.

### **CONTRIBUTING WRITER (multiple positions):**

Applicants with no or little experience are encouraged to apply for this position regardless of major. Contributing writers will be encouraged to make contacts and develop stories to pitch to the asst. managing editor for placement on the daily news budget. Contributing writers may also be offered stories by the managing editor or asst. managing editor.

### **CONTRIBUTING COLUMNIST (multiple positions):**

Contributing columnists usually write one column a week. Applicants with no or little experience are encouraged to apply for this position regardless of major. Contributing columnists will work under supervision of the opinion editor and will write columns on various subjects. Applicants must attach one sample column of at least 450 words to this form. Also must attach a list of five other column ideas. All columns will be edited for libel and clarity, and editor in chief's discretion will be the final determining factor in all cases of questioned taste.

Call Megan Foster, editor in chief, at (918) 230-8756 or send an e-mail to [megan.foster@ocolly.com](mailto:megan.foster@ocolly.com) if you have questions about any of the above positions.

