

# Gazette Digital Managing Editor Job Description

## General duties

The Digital Managing Editor manages the digital operations of The Gazette. This includes managing the website, apps, social media, Gazette Radio and any multimedia projects. The Digital Managing Editor reports to the EIC.

## Roles and responsibilities

### *Editor–Front Office Staff*

The DME is one of three hired student staff in charge of the editorial operations of the Gazette. Together, they must ensure all the Gazette's policies and procedures are adhered to and upheld. Together, they will decide the direction of the organization and the themes for content across all platforms. When making decisions, they should strive for a consensus, however, the EIC retains final authority and responsibility for all decisions.

### *Editor–Newsroom*

The DME works with FO in hiring and firing student editorial staff and ensuring the organization is protected from libel. The DME will set expectations for content for either the arts and life or sports section, and ensure appropriate journalistic practices and standards are met.

### *Editor–Web*

The DME will work collaboratively with composing and the EIC in keeping The Gazette's website design relevant and fresh. They will also track the website's analytics and give bi-weekly updates to the ed board on which stories are doing well and which aren't.

## Specific duties

*Newsroom leadership.* Responsible for digital products that sees new content daily during the academic year.

*Administration.* Along with FO, ensures the smooth running of editorial operations by establishing and adhering to standard journalism and newspaper practices. Responsible for the proper management and maintenance of newsroom equipment, including photo and video equipment.

*Oversee the arts and life or sports section.* Runs one of the aforementioned sections, which requires running weekly pitch meetings, assigning stories and ensuring diverse, timely and relevant coverage for Western students.

*Set direction for the digital side of the paper.* Consult current staff and journalism professionals to create and enact a vision for the newspaper's digital form, including website, app, social media, podcasts and video content. Must also produce/host Gazette Radio every week.

*Coach editors and volunteers.* Adequately train and make the necessary resources available so editors and volunteers can learn in a hands-on environment. They will also coach editors to better their work and the content The Gazette publishes.

## **Qualifications**

*Proven journalism skills.* Strong writing and editing abilities are required. Familiarity with photography, design, multimedia, website development and social media is a huge asset. A desire and ability to break news, inform and entertain the university community through all the Gazette's products. Understanding of the journalism industry, ethics and libel is a must.

*Experience.* Substantial background in journalism and publishing. Demonstration of leadership and teamwork both within and outside of the Gazette. Experience in radio or TV production an asset.

*Self-motivated.* Demonstrated ability to start and follow through on projects independently and with others. Willingness to learn and develop yourself as a journalist. Desire to innovate and perform past the status quo.

*Ability to work collaboratively.* Must be able to work collaboratively as part of a team, be open to criticism and willing to compromise with internal and external partners.

## **Term**

The Editor serves a one year term, from May 1, 2016 to April 30, 2017. The Editor's duties begin before May 1 as they must go through training and hire employees no later than March 30, 2016.

## **Compensation**

The Digital Managing Editor is a 12 month salaried position and is paid 38,794.18 per year. The Editor also receives benefits from the USC, including health and dental insurance, a wellness stipend, a smartphone allowance and eyewear benefits.

# Digital Managing Editor Application Instructions

The Gazette holds annual elections for Digital Managing Editor. It is a two part process. Candidates must first submit an application packet to the Gazette Publications Committee. There will then be an election day no later than three weeks after the application deadline for candidates to make their pitch to voting members of The Gazette.

## Timeline

Applications open: Sunday, January 31

Applications close: Sunday, February, 14

Election day: Saturday, February 27

## Eligibility

Candidates must be registered students at Western University or one of its affiliated colleges.

## The Application Packet

You must submit the following documents by the application deadline.

1. **Resume**
2. **A minimum of five samples of work.** Provide links or PDFs of five to 10 samples of your work. This can include writing, editing, photography, video or design.
3. **Proof of current part or full-time student status at Western University or one of its affiliate colleges.** This can be a transcript, a letter from the registrar or some other official university confirmation of your enrolment.
4. **Answers to essay questions.**

## Essay Questions

### Long Answer

1. A maximum two page, single spaced vision for the digital products of The Gazette. Must be 12pt Utopia font, with 1" margins.

### Short Answer

For each of the following questions, please limit your answers to no more than 300 words.

1. What would the Gazette's digital products look like under your leadership?
2. What is your preferred writing section to oversee? If you had to pick three areas to focus your coverage, what would they be?
3. Please critique the website. What works well? What doesn't? Why?

4. What different tools would you use for delivering content to readers? How would you innovate?
5. What changes, if any, would you make to the daily online publication schedule to achieve your goals?
6. What changes, if any, would you make to how the video section is run? How would you achieve your vision?
7. How would you grow our audience online? On mobile?
8. How do you plan to recruit, train and retain volunteers?
9. What is your plan for training editors and volunteers in multimedia (photography, radio editing, video etc.)?
10. Managing your peers is difficult. Please describe your management style and how you would manage an employee who was not meeting your expectations.

### **Application Deadline**

Applications are due by midnight on Sunday, February 14, 2016 and can be emailed to [chair@westerngazette.ca](mailto:chair@westerngazette.ca). Your application should be attached in four PDFs named as follows:

1. LASTNAME.RESUME e.g. KANTER.RESUME
2. LASTNAME.WORKSAMPLES e.g. KANTER.WORKSAMPLES
3. LASTNAME.ENROLMENT e.g. KANTER.ENROLMENT
4. LASTNAME.ESSAYANSWERS e.g. KANTER.ESSAYANSWERS

### **Election Policy**

Please read and abide by the rules outlined in The Gazette's Elections Policy. Note that if you want to vote, you will have to do so by advanced vote no later than 24 hours before election day.

### **Election Day**

Election day will be on Saturday, February 27, 2016. If you can't come to an agreement with the other candidates for the position you are seeking, the order will be drawn out of a container. For the duration of election day, you must be outside the Gazette office apart from the time you are allotted. You will be allotted a 12-minute speech followed by a 45-minute question and answer period.

**Note:** All candidates are expected to adhere to The Gazette's Elections Policy. The Gazette is an equal opportunity employer and strives for a diversity of candidates for Digital Managing Editor. All those interested are encouraged to apply.