

Gazette Print Managing Editor Job Description

General duties

The Print Managing Editor manages the print operations of The Gazette. This includes the paper, which is distributed every Tuesday and Thursday, and the Gazette Spotlight magazine. The PME oversees the editorial board and reports to the Editor-in-Chief.

Roles and responsibilities

Editor - Front Office

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

Editor - Print

The PME will work collaboratively with composing and the EIC in producing the newspaper. The PME will organize two issues a week, decide on content to go into regular issues and special issues, and decide on special issue themes and dates in the summer months.

Editor - Magazine

The PME will organize and put together four magazines over the course of two semesters. He or she will decide on the themes in the summer months and execute them over the course of the year. The PME will organize volunteer meetings, delegate stories, hold pitch meetings, edit and organize the magazine.

Specific duties

Newsroom leadership. The Print Managing Editor is responsible for producing two print newspapers weekly in addition to a twice a semester magazine.

Administration. Along with FO, ensure the smooth running of editorial operations by establishing and adhering to standard journalism and newspaper practices. The Print Managing Editor is

also responsible for keeping The Gazette on budget. The PME will keep track and organize all print products of The Gazette and store them in an orderly fashion for bounds.

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 print side of the paper. The Print Managing Editor decides the allocation of pages for the print edition. The PME will ensure the paper's content and design keeps student interest in mind. The PME will provide a breakdown of the magazine in the summer, deciding on themes, how the magazine will be produced, and when it will be published. The PME will coordinate with editors on special issues and ensure they're of value to our student readership.

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.

Human resource management. In conjunction with the Editor-in-Chief and Digital Managing Editor, hire, supervise and train all editorial staff and volunteers. Foster a professional and inclusive working environment that focuses on skill development and learning.

Qualifications

Proven journalism skills. Strong writing and editing abilities are required. Familiarity with photography, design, multimedia, website development and social media is an 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.

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 Print 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.

Print Managing Editor Application Instructions

The Gazette holds annual elections for Print 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 print 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. How will the print product stay interesting and valuable for students to pick up in this digital age?
2. What makes a strong front cover?
3. Explain what makes a good story for print and how this may look different online.

4. This year the *Gazette Spotlight* Magazine was created. Would you continue it? If so, detail your plans for the magazine and how you will go about executing these ideas. If not, why?
5. This year, the print product had a major design overhaul. Critique the changes, and comment on anything you would want to change.
6. What is your preferred writing section to oversee? If you had to pick three areas to focus your coverage, what would they be?
7. Detail the workflow for a production day and non-production day.
8. How do you plan to recruit, train and retain volunteers?
9. The PME oversees the day-to-day financial management of the Gazette. Please describe your organizational skills and any financial management knowledge and/or experience you have.
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. Your application should be attached in four PDFs named as follows:

1. LASTNAME.RESUME e.g. ZOLLINO.RESUME
2. LASTNAME.WORKSAMPLES e.g. ZOLLINO.WORKSAMPLES
3. LASTNAME.ENROLMENT e.g. ZOLLINO.ENROLMENT
4. LASTNAME.ESSAYANSWERS e.g. ZOLLINO.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 Print Managing Editor. All those interested are encouraged to apply.