



## Editor Application 2010-2011

### Job Descriptions:

- **Assistant Editor** (*time commitment = 2-3 hours per week*):
  - Aids the Editor with overall paper management (running meetings, responding to emails, etc.)
  - Assists the Editor in creating a vision for the paper and starting efforts to achieve that vision
  - Oversees News and Photo Editors
  - Must be forward-thinking, organized, hard-working, involved in campus life, a lover of journalism
- **Operations Manager** (*time commitment = ~2 hours per week*):
  - Organizes the paper's email account to forward emails to copyeditors, business manager, design staff, etc.
  - Must be highly organized, detail-oriented, online many times a day, a good communicator
- **Business Manager** (*time commitment = 1-4 hours per week*):
  - Organizes ad inquiries, placements, and payments
  - Send invoices and proofs to advertisers
  - Organizes the *Herald's* finances
  - Must be organized, good at follow-through, a proficient communicator
- **Photo Editor** (*time commitment = ≤1 hour per week*):
  - Find images for articles as needed (via Marketing, the internet, etc.)
  - Attends events to photograph as needed (camera will be provided)
- **News Editor** (*time commitment = ≤1 hour per week*):
  - Brainstorms news and feature stories to bring to staff meetings as possible article topics
  - Contacts office and department heads on campus monthly to find leads

Name: \_\_\_\_\_ CLASS:      Fresh      Soph      Jr      Sr

Position(s) applying for: \_\_\_\_\_

Please list any English, publishing, or writing activities and/or awards you have participated in or received (especially any newspaper, magazine, or editorial experience/achievements):

What qualifies you for the position(s) you are applying for (skills, traits, experiences, etc.)?

What is your favorite news source? \_\_\_\_\_

Please attach a resume if you have one readily available (this is not required).

*This application can be emailed to [herald@email.meredith.edu](mailto:herald@email.meredith.edu), returned to the SLS office and put in the Meredith mailbox, or brought to the first Herald meeting on Tues, August 24<sup>th</sup> at 5:30 in Joyner 126. Applications are due by September 1<sup>st</sup>.*

*Freshwomen are encouraged to apply for editorial positions. No application is needed to be a writer, photographer, layout designer, ad saleswoman, or miscellaneous staff member. All Meredith students are invited to join the 2010-2011 Herald staff in creating this year's newspaper!*