

COPY DESK CHIEF

The Copy Desk Chief is the link between Shorthorn editorial and production operations, with a foot firmly planted in each. Specifically, the Copy Desk Chief supervises The Shorthorn's Copy Desk.

The Copy Desk Chief is charged with:

- maintaining high level of quality of copy editing of all Shorthorn content (including articles, graphics and cutlines for photos);
- maintaining high level of quality in headlines, ensuring that they are specific, creative, and accurate and fair portrayals of the story content;
- monitoring Shorthorn wires and editing wire stories;
- assigning and managing proofreaders.
- work as the head copy editor/"slot" for each copy editing shift, checking work of each copy editor before releasing it to Production.
- schedule copy editors to ensure adequate staffing for all copy desk shifts.
- maintaining an even flow of copy and pages and meeting deadlines.
- monitoring Shorthorn page design to ensure that all components are consistent with adopted Shorthorn design style.
- training new copy editors and proofreaders as needed on Shorthorn processes, style and computer procedures needed to perform their jobs;
- test all copy editor applicants and, as needed, monitor work of individual copy editors to pinpoint strengths and weaknesses;
- ensuring that charts, graphs and non-photographic illustrations — like articles — are edited before being sent to production.
- assisting other staff in editing stories, writing headlines, writing cutlines and designing and production of pages for special sections.
- staying until all Copy Desk work is complete.

Additional Qualifications

- strong journalistic writing, grammar, word usage skills.
- strong knowledge of AP and Shorthorn style.
- resourcefulness.
- knowledge and experience in desktop publishing and production.
- must have previously held a Shorthorn copy editing position.
- Must be currently enrolled at UTA.

Compensation base rate

Outlined in editor pay plan for the semester. Compensation may be reduced for major errors, missed deadlines or other problems.