

# DESIGN EDITOR

The Design Editor is responsible for daily design and production of The Shorthorn and ensures delivery of The Shorthorn to the printer each night by deadline. The Design Editor also is responsible for design and production of special sections produced by The Shorthorn's news/editorial staff.

## **Specifically, the Design Editor:**

- attends Budget Meeting and maps content of each page of The Shorthorn.
- designs or supervises design of all other Shorthorn pages;
- schedules designers for production, including late-night and special section pagination
- coordinates with other editors to ensure that production is completed in a systematic way;
- works collaboratively with Shorthorn photographers and graphic designers to ensure best possible design;
- communicates and coordinates with the contract printer about scheduling, problem-solving, technical specifications, and other matters;
- attends staff and editors' meetings;
- provides supervision, advice and, when needed, training to other persons working on Shorthorn page design.
- maintains orderly and timely computer folders;

## **Additional Qualifications**

- knowledge and experience in contemporary newspaper design, production and computer applications needed for production.
- working knowledge of journalistic writing, editing, graphics and photography.
- Must be currently enrolled at UTA.

## **Compensation base rate**

Outlined in the Editors Pay Schedule for this semester. Compensation may be reduced for major errors, missed deadlines or other problems.