

Managing Editor

The Managing Editor is the link between Shorthorn editorial and production operations, with a foot firmly planted in each. Specifically, the Managing Editor supervises The Shorthorn's Copy Desk. The Managing Editor has final editorial authority in the absence of the Editor and News Editor.

The Managing Editor is charged with:

- be the liaison between reporting, photo, copy desk and design making sure that everyone is on the same page, that deadlines are being met, and that high journalistic standards are maintained.
- monitoring Shorthorn wires and editing wire stories.
- coordinating the process and production for all special sections and special projects.
- read editor's proof as scheduled.
- supervising The Shorthorn's copy desk, which includes:
 - 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;
 - assigning and managing proofreaders.
 - scheduling, assigning and managing copy editors and proofreaders to ensure adequate staffing for all copy desk shifts.
 - training new copy editors and proofreaders as needed on Shorthorn processes, style and computer procedures needed to perform their jobs;
 - filling in as copy editor or copy desk "slot" as needed;
 - copy editing all Shorthorn content (including articles, graphics and cutlines for photos);
 - writing specific, creative headlines that accurately and fairly portray story content;
 - meeting once a week with all copy editors scheduled at ME's discretion.
 - testing all copy editor applicants and, as needed, monitoring work of individual copy editors to pinpoint strengths and weaknesses;
- 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.
- maintaining an even flow of copy and pages and for meeting deadlines.
- training new staffers as needed on Shorthorn processes, style and computer procedures needed to perform their jobs;
- 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 work is complete.

- working to maintain a professional work environment that complies with all Student Publications and UTA rules and regulations.
- performing other tasks as assigned or needed for production of The Shorthorn.

Additional Qualifications

- must be currently enrolled at UTA.
- strong journalistic writing, grammar, word usage skills.
- at least 60 hours of college work with at least one complete semester at UT Arlington prior to appointment.
- 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.

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



In addition to editors' individual responsibilities, editors' shared responsibilities are described on the following pages:

Your Responsibilities

As a Shorthorn Editor

Shorthorn editors have two kinds of responsibilities:

- As a group, editors are responsible for the overall operation and quality of *The Shorthorn*. They work together as a team, planning good plans, thinking good thoughts ... and solving group problems. They also know that at any time they may have to chip in to do anything necessary to make the operation run smoothly and keep the quality of *The Shorthorn* high ... even if the thing that needs to be done does not fall into that editor's areas of individual responsibilities.
- Individually, each editor has specific responsibilities that are different from any other editor's. These specific responsibilities are related to his or her specific area of *The Shorthorn* content or operation.

All editors' job responsibilities include the following:

- Work on every issue of *The Shorthorn*, not just on issues that contain their pages or sections and not just on production days for their pages or sections.
- Edit the work of her or his staff and stay through copy editing, production and proofreading of her or his sections or pages, or the work of her or his staff.
- Recruit qualified staff and provide ongoing training and feedback for staff.
- Schedule staff to meet *Shorthorn* deadlines and schedules, including assignments that may fall outside of normal *Shorthorn* work schedules.
- Enforce and follow policies, procedures and processes of the Editor-in-Chief, *The Shorthorn*, Student Publications and UTA.
- Have weekly meetings with his or her staff.
- Participate in all staff meetings, budget meetings, editors' meetings, Editorial Board meetings and other meetings as needed and participate in all training opportunities.
- Keep posted office hours.
- Ensure the efficient operation of *The Shorthorn* (timely planning, meeting deadlines, etc.)
- Be pro-active in inter-departmental leadership, planning, coordination and problem-solving.
- Meet all deadlines and other requirements expected of all staff members. The Editor-in-Chief in consultation with section editors will establish deadlines.
- Maintain professional work environment that complies with all *Shorthorn*, Student Publications and UTA rules and regulations.
- Monitor work of individual staff members, perform staff evaluations
- Prepare payroll for editor-in-chief and news/editorial adviser, including recommendations for bonuses and penalties.
- Monitor equipment and immediately report problems.
- Recommend materials for contests.
- Ensure that manuals for the position or department (e.g., job descriptions, Stylebook, Quick Reference Stylesheet, Design Stylebook, Beat Books, etc.) are updated and available to staff; recommend changes and updates to those manuals.
- Perform other tasks as assigned or needed for production of *The Shorthorn* (e.g., write stories, take the paper to the printer, proofread other sections in absence of staff proofreaders, etc.)

A section editor cannot relinquish any responsibility listed here or in the individual job description without consent of the Editor-in-Chief. Editors should not overstep the specific

authority outlined in the job description for that position. Any responsibility or authority not specifically stated is reserved for the editor-in-chief.