

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.

•

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

Online Editor

The Online Editor is responsible for timely uploading of daily content to The Shorthorn's website and for researching and recommending enhancements to the site.

Specifically, this editor:

- uploads content according to deadlines set by the Editor-in-Chief.
- coordinates with other editors to ensure that content, art and graphics are available and "locatable" when needed.
- prepares monthly reports about usage.
- prepares and updates website manual.

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