

JOB DESCRIPTIONS

FOR RENEGADE SECTION EDITORS

Renegade section editors are selected by the Renegade editor in chief in consultation with the adviser.

Renegade editors have two kinds of responsibilities:

- As a group, editors are responsible for the overall operation and quality of *Renegade*. They work together as a team.
- Individually, each editor has specific responsibilities that are different from any other editor's. These responsibilities are related to his or her specific area of Renegade content or operation.

All editors' job responsibilities include the following:

- Work on every issue of *Renegade*.
- Edit the work of her or his staff and stay with it through copy editing, production and proofreading process.
- Recruit qualified staff and provide ongoing training and feedback for staff.
- Participate in Renegade marketing efforts and other projects needed for promotion and success of Renegade magazine.
- Enforce and follow policies, procedures and processes of the editor in chief, Renegade, Student Publications and UTA.
- Participate in all staff meetings, editors' meetings and other meetings as needed and participate in all training opportunities, and meet regularly with his or her staff.
- Keep posted office hours.
- Ensure the efficient operation of *Renegade* (timely planning, meeting deadlines, etc.)
- Be pro-active in planning, coordination and problem-solving.
- Meet all deadlines and other requirements expected of all staff members.
- Maintain professional work environment that complies with all Renegade, Student Publications and UTA policies, rules and regulations.
- Monitor work of individual staff members, and perform staff evaluations as instructed by the editor in chief.
- Perform other tasks as assigned or needed for production and operation of Renegade (e.g., prepare staff payroll, monitor equipment use, write stories, proofread other, recommend content for contests and staff members for awards, etc.)

A section editor cannot relinquish any responsibility in the job description without consent of the editor in chief. Any responsibility or authority not specifically stated is reserved for the editor in chief.

In addition to those shared responsibilities, each editor has specific responsibilities:

RENEGADE MAGAZINE COPY CHIEF

The Copy Chief is the link between Renegade editorial and production operations, with a foot firmly planted in each. Specifically, the Copy Chief supervises Renegade's copy editing, fact-checking and proofreading processes.

The Copy Chief is charged with:

- copy edit all Renegade content (including articles, graphics and cutlines for photos) at a high level of quality;
- maintaining high level of quality in headlines, ensuring that they are specific, creative, and accurate and fair portrayals of the story content;
- managing proofreading of finished pages.
- schedule copy editors to ensure adequate staffing for all copy desk shifts.
- maintaining an even flow of copy and pages and meeting deadlines established by editors and the adviser.
- monitoring Renegade page design to ensure that all components are consistent with adopted Renegade design style.
- ensuring that charts, graphs and non-photographic illustrations are edited before being sent to production, and proofread.
- ensuring that information in all parts of a content package (story, cutlines, graphics, liftouts, etc.) is consistent.
- ensuring as much as possible that all Renegade content is accurate, fact-checking content as needed, especially references to past events, cultural/pop cultural references (song lyrics, famous quotations, etc.), and the like.

Additional Qualifications

- must be currently enrolled at UTA.
- strong journalistic writing, grammar, word usage skills.
- strong knowledge of AP and Renegade style.
- resourcefulness.
- knowledge and experience in desktop publishing and production.
- prior Renegade experience preferred.

Compensation base rate

\$40/week, or as outlined in the Renegade pay plan for the semester. Compensation may be reduced for major errors, missed deadlines or other problems.