

# 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 DESIGN DIRECTOR

The Design Director is responsible for design and production of Renegade and ensures delivery of Renegade to the printer by deadline. The Design Director also is responsible for design and production of special sections produced by Renegade's news/editorial staff.

Specifically, the Design Director:

- participates in all planning meetings and maps content of each page of Renegade;
- designs or supervises design of all Renegade pages;
- supervises and schedules any designers, graphic artists or other Renegade staff members assigned to the Design Director.
- coordinates with other editors to ensure that production is completed in a systematic way, section-by-section;
- works collaboratively with Renegade photographers, artists/illustrators and graphic designers to ensure best possible design;
- with the adviser, 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 Renegade design and graphics.
- monitoring Renegade page design to ensure that all components are consistent with adopted Renegade design style.
- maintains orderly and timely computer folders, including archiving all content from each issue of Renegade.

## **Additional Qualifications**

- must be currently enrolled at UTA.
- knowledge and experience in contemporary design (magazine design preferred), production and computer applications needed for production. (Quark Xpress proficiency preferred.)
- working knowledge of journalistic writing, editing, graphics and photography.

## **Compensation base rate**

\$50/week or as outlined in the Renegade pay plan. Compensation may be reduced for major errors, missed deadlines or other problems.