

# 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 ART DIRECTOR

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

Specifically, the Art 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 Art 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.

## **RENEGADE MAGAZINE PHOTO DIRECTOR**

The Photo Director is charged with providing photographs for Renegade; with supervising the photo staff, and with managing the use of photographic supplies, equipment and other staff resources.

The Photo Director is also a staff photographer, shooting photo assignments as well as supervising other staff.

The Photo Director will coordinate with other editors to ensure that photographs needed for all sections are assigned and delivered on time, and that all photos meet high standards of quality.

**Specifically, the Photo Director:**

- ensures photo needs of Renegade are met, even photos that may be needed from sources other than Renegade staff photographers;

- ensures that all photos used in Renegade are high quality, both photojournalistically and technically.
- is responsible for initiating ideas as well as working with other editors on photo possibilities with stories they've assigned;
- works with Renegade Editor in Chief and other editors in determining photo assignments and needs for each issue and in scheduling and assigning photographers to ensure that all photo needs are met under deadlines for each assignment and production schedule for Renegade;
- trains new photographers as needed on processing procedures and techniques, including the digital Photo Desk;
- ensures that all photographers meet Renegade processing and "digitizing" deadlines;
- schedules photographers to ensure that all assignments are covered;
- is responsible for completeness and accuracy of information in all photo cutlines. Writing cutlines is the responsibility of the person who takes the photo. If someone other than the Photo Director takes the photo, responsibility for completeness and accuracy of information in the caption still ultimately rests with the Photo Director.
- maintains all Renegade photo files and archives.
- processes all photo reprint orders within Renegade and Student Publications policies and procedures.
- prepares photo payroll report for editor in chief and adviser.
- works with the Editor and Art Director in cropping and sizing of photos selected for use in Renegade.
- work with photo staff in maximizing photojournalistic potential of every assignment.
- Coordinate use of Student Publications pool photo equipment with Shorthorn adviser and photo editor.

#### **Additional Qualifications**

- Experience in 35mm photography, including journalistic shooting, processing and digital editing/production.
- Previous work as a Renegade photographer preferred.

#### **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.

## **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**

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