



NEWS EDITOR

POSITION SUMMARY

Reporting to the Publications Coordinator and Editor-in-Chief, this position's primary focus is producing and editing content for the news section of the Weal. The News Editor is responsible for covering on-campus news, local events, issues related to SAIT students and content interesting and valuable to the SAIT community.

RESPONSIBILITIES

1. Provide the Weal with the high-quality content necessary to publish in the news section.
2. Curate both a digital and print lifestyle section on a weekly, and monthly basis.
3. Edit the work of volunteer writers and provide feedback.
4. Meet all deadlines as determined by the Publications Coordinator, and the Editor-in-Chief.
5. Contribute hours on a part-time weekly basis in the execution of duties.

DUTIES

The News Editor shall:

1. Plan the news section with a clear focus on the audience and purpose of the Weal.
2. Attend weekly pitch meetings. The editor will come prepared with three story ideas and suggestions.
3. The editor will offer feedback for and on content in other sections of the magazine.
4. Write at least two feature stories for the section each issue.
5. Assign stories to writers using story planners. Completed story planners are due 24 hours after pitch meeting to the Publications Coordinator and Editor-in-Chief. They should be submitted via email.
6. Offer guidance and feedback on volunteers' work.
7. Edit the work of writers before submitting to the Publications Editor and Editor-in-Chief and facilitate necessary changes before publication.
8. Submit content (your stories and the stories of volunteer writers) to the Publications Editor and Editor-in-Chief.
9. Complete written requests for photography required in the section and submit them to the photo editors at least 48 hours in advance of the event.
10. Proofread all sections of the Weal on production days and provide final approval for print.

REPORTING RELATIONSHIPS

Reports to: Publications Coordinator, Editor-in-Chief

Supervises: Volunteer writers

QUALIFICATIONS

- Currently enrolled in SAIT program.
- Responsible, mature, and dependable.
- Interest in news style writing.
- Good knowledge of CP style, copy-editing, and journalism mechanics.
- Ability to find content and follow stories through to completion, maintaining a narrative.
- Ability to find untold stories or unique perspectives relating to campus interests.
- Ability to accept and give feedback.
- Strong understanding of our audience, their needs, interests, and desires.
- Ability to manage and train volunteers and writers.
- Excellent problem-solving skills.

APPLICATION

Applicants are to email their cover letter and resume to theweal@gmail.com with the subject-line "Weal News Editor 2019- 2020" by Feb. 15, 2019.