**News editor job description**

**Job brief**

We are looking for a News Editor is a professional responsible for company’s daily publishing operations and development and delivery of all editorial content. Managing Director taks include assigning and editing all articles, posting content online, managing editorial staff, developing editorial calendar and maintaining publication deadlines.

**Responsibilities**

1. Assigns, edits and posts to web news stories for the daily web edition and weekly print edition,ensuring assignments meet the news coverage and content needs for each product and contentreflects the full spectrum of UTA life and activity. Editors at the start of each semester willdetermine the minimum number of daily web and print stories required.
2. Works with Managing Editor for Digital and other editors to develop web components tosupplement every story.
3. Discusses assignments with reporters prior to the beginning of reporting, and works withreporters and other editors as needed in completing their assignments.
4. Ensures stories that are published meet Shorthorn standards for publication, outlined in theNewsroom Staff Manual. Holds stories that are not ready for publication and promptly workswith reporters to address issues with the stories.
5. Conducts weekly writers meeting.
6. Makes beat assignments (in consultation with the editor). ensures that continuity of coverage ismaintained on beats not currently staffed.
7. With the Editor and news/editorial adviser, plans travel related to news coverage.
8. Produces and consistently updates daily and weekly story budgets for web and print.
9. Maintains a master calendar, daybook, “teaser file” or some other means to ensure thatthe News Editor and the staff know of all events happening on campus as well as“teasers” for stories that need to be followed within a reasonable time.
10. Supervises and coordinates duties with Assistant News Editor.
11. Enforces all deadlines.
12. Attends all necessary meetings, including but not limited to planning, staff, training andeditorial board meetings.
13. Reports and writes at least one story reflecting higher-level reporting skills per week.
14. With the Editor, ensures The Shorthorn’s corrections and clarifications policies arecarried out promptly.
15. Oversee development of blogs and other online content as appropriate to the position.
16. Recruit staff and, with editor in chief and adviser, ensure training of new staff.
17. Using Shorthorn social media accounts, promote daily stories produced by news staff whencompleted.
18. Perform other responsibilities as assigned.

**Requirements**

* Experience as an editor for a print publication
* Experience in online journalism
* Highly organised with confidence in overseeing editorial planningand production processes
* Meticulous attention to detail and commitment to quality
* Sharp writing skill and excellent subediting and proofreading abilities
* Proven track record of effectively managing journalists,photographers and other contributors
* Ability to work under high pressure and to tight deadlines, adapt tolast minute changes to planned activity and self-manage ademanding workload
* Competence using social media
* Awareness of the news agenda (and what’s missing)
* Expertise in judging news value, and a flair for editorial creativity andoriginality
* Awareness of how the digital media landscape is evolving and aninterest in media innovation
* Ability to manage a restricted editorial budget
* Familiarity with Wordpress, Adobe InDesign and GoogleDocs/Sheets/Slides
* Solution-focused mindset
* Constructive attitude in response to challenges and limitations
* Confident using own initiative and clear communicator, including awillingness to ask for help
* Passionate about journalism and its potential to serve society