

## ***The State Press* job descriptions:**

**(The executive editor of Student Media, editor in chief of *The State Press*, editor in chief of *State Press Magazine* and multimedia editor of *The State Press*/statepress.com are hired by an independent board; all other positions are hired by student leaders.)**

### **Executive editor (paid) (hired by independent board)**

The executive editor has final authority over and responsibility for content at *The State Press*, statepress.com and *State Press Magazine*. Working with the director of Student Media, the executive editor sets overall editorial and content strategy for the outlets, and serves as the direct supervisor of *The State Press*' editor in chief, *State Press Magazine*'s editor in chief and *The State Press*/statepress.com's multimedia editor. The executive editor facilitates and coordinates communication among the student leadership team, working to eliminate redundancies in coverage and resolve disputes.

### ***The State Press*:**

#### **Editor in chief (paid) (hired by independent board)**

The editor in chief is responsible for the overall quality of *The State Press* and its content. The EIC oversees all desks at the newspaper and leads meetings of the editorial board to plan the paper and set long-term goals. The EIC works with the executive editor of Student Media, the editor of *State Press Magazine* and the multimedia editor to coordinate coverage and multimedia content. The EIC also works with production staff to design the paper and acts as an external representative for *The State Press*. The EIC leads daily afternoon budget meetings.

#### **Multimedia editor (paid) (hired by independent board)**

The multimedia editor is responsible for all multimedia content for statepress.com and manages the photo editor, video editor and multimedia producer, as well as their staffs. The multimedia editor works with the news editors and sports editors to develop story ideas, assign them to reporters and make sure there is art and multimedia for every print story that requires it. The multimedia editor is ultimately in charge of weekly podcast *State Press Weekly*.

#### **Community manager (paid)**

The community manager is a shared position between *The State Press* and *State Press Magazine* and reports to the executive editor. The community manager's job is to promote content on Twitter, Facebook and other social media outlets and interact with readers/viewers/listeners through those outlets. Essentially, the community manager is the *State Press*' online voice and serves as a liaison between the newsroom and readers. The community manager works from the newsroom nightly alongside the copy editors and night editors to be aware of what content is being prepared for the next day's paper, statepress.com and statepressmagazine.com.

#### **Managing editor (paid)**

The managing editor is responsible for supervising the news desk, copy desk and cartooning desk. This editor reads all news stories that aren't going on the front page, working in conjunction with the news desk. The managing editor also works with reporters who are struggling and leads reporters/teams of

reporters on in-depth and investigative stories. The managing editor is responsible for coordinating payroll and assisting the editor in chief with administrative duties, as well as leading in the editor in chief's absence. He or she is responsible for pulling wire and calendar materials and attending daily budget meetings.

### **News editor (2) (paid)**

The news editors run the news desk, leading weekly budget meetings with reporters and editing all news content. The news editors assign stories to a staff of print and multimedia reporters, who also work under the direction of the multimedia editor. In addition to editing stories, these two individuals must always be on the lookout for what's going on at ASU and the surrounding community. They are required to work in the office, editing stories Sunday through Thursday and whenever there is breaking news to cover. They are to direct reporters in the news gathering process, making sure reporters meet their deadlines and are up-to-date on what's happening in their beats. The news editors are responsible for putting out several special sections during the semester. News editors attend daily afternoon budget meetings.

### **Opinion editor (paid)**

The opinion editor manages the opinion section of *The State Press* and is responsible for hiring columnists and editorial cartoonists, organizing weekly budgets, editing columns and writing a daily editorial. The opinion editor is responsible for having four columns ready for the following day's paper every afternoon. The opinion editor also attends the daily editorial budget meetings and pulling, editing and corresponding with authors of letters to the editor.

### **Sports editor (paid)**

The sports editor is responsible for the paper's coverage of all ASU athletics and manages a staff of print and multimedia reporters,, who also work under the direction of the multimedia editor. The editor manages a staff of reporters and an assistant editor, assigns coverage, schedules daily sports content, prepares and edits copy for print, helps plan sports section layout and acts as the primary liaison between *The State Press'* sports department and the ASU athletic department. The sports editor also writes original content and represents the paper at athletic events as needed. The sports editor attends daily afternoon budget meetings and assists in planning the layout of each story and its accompanying photo. On a weekly basis, the sports editor prepares and distributes a schedule for the upcoming week to the sports staff and maintains communication with the rest of the editorial board, sports staff and athletic department. The sports editor is also responsible for putting out several special sections during the semester.

### **Asst. sports editor (paid)**

The assistant sports editor works with the sports editor on a daily basis, managing coverage of all ASU athletics. The assistant editor helps schedule daily content, prepares and edits copy for print, helps plan sports section layout and produce original content. The assistant sports editor also assists the sports editor with inter-sports staff communication. The assistant sports editor attends daily budget meetings.

### **A&E editor (paid)**

The A&E editor is responsible for the paper's coverage of all arts and entertainment news and reviews, including movies, music, shows/concerts, video games, books and more. The A&E editor manages and

assigns stories to a staff of print and multimedia reporters in developing daily content for the paper and statepress.com. The A&E editor attends daily afternoon budget meetings.

### **Photo editor (paid)**

The photo editor is responsible for coordinating all art that will appear in the paper and online, managing a staff of five photographers. The photo editor works under the multimedia editor and with the news editors to ensure that the photo desk is aware of every budgeted story, with a goal of getting art for each one. The photo editor holds weekly meetings with photographers to coordinate their schedules, address problems and assign stories when necessary. The photo editor also manages separate projects like photo essays and attends a daily afternoon budget meeting. Each night, it's the photo editor's responsibility to upload all art on statepress.com, as well as comics.

### **Video editor (paid)**

The video editor is responsible for coordinating all video content that will appear on [statepress.com](http://statepress.com) and for requesting refers in the paper for such content. The video editor works under the multimedia editor and with the news editors to assign stories to reporters. The video editor attends weekly Sunday afternoon budget meetings with all (print and multimedia) news reporters to plan content. The video editor also manages special projects like audio slideshows, in-depth multimedia stories and other content under the direction of the multimedia editor.

### **Multimedia producer (paid)**

The multimedia producer is responsible for producing a weekly video and audio podcast, State Press Weekly, as well as several audio slideshows for [statepress.com](http://statepress.com). The multimedia producer collaborates with the photo, video and news desks to create original and engaging content for multiple mediums. This producer reports to the multimedia editor and manages a staff of State Press Weekly reporters.

### **Design editor (paid; hired by professional Student Media leaders and not paid out of editorial staff budget)**

The design editor is responsible for the entire daily design of *The State Press* print edition. This editor must have experience using Adobe's InDesign software and Macintosh computers. Daily tasks include attending budget meetings and working with production staff members to design the newspaper's content in a creative manner that attracts readers and conveys information clearly. Additional tasks include participating in the creation of special sections as they are related to sport sections or any other event that may need coverage. The design editor also works closely with the photo department in determining which artwork is used and brainstorms ideas for future artwork. In the case of special printed issues of *State Press Magazine*, the design editor and other designers are in charge of designing those issues.

### **Print news reporter (full-time) (paid)**

Full-time reporters must attend weekly budget meetings and produce three stories per week at about 450-600 words with a minimum of three primary sources. They must research and pitch their own story ideas and move forward once an editor approves each story. They are required to remain in daily contact with editors.

**Beats are as follows:** Multimedia/video reporters will also work to cover these beats as part of "beat

teams,” or teams made up of a full-time print reporter, part-time print reporter and a videographer.

### **Business reporter**

With a student population growing every semester, Tempe has blossomed into a thriving city with new shops and restaurants opening. The business reporter must keep readers up to date on the latest news within the business community. This reporter should not let Tempe be his/her boundary. What businesses exist around the Downtown, West and Polytechnic campuses? How is the job market looking for students? Keep in contact with ASU’s entrepreneurship program personnel. The reporter must always find the ASU/student angle.

Requirements: Write three stories per week; attend weekly news meetings.

### **Politics reporter**

The politics reporter covers all things politics. From city to state to national to ASU’s student governments, if it affects ASU students, the politics reporter is on the job. He/she must be a watchdog of ASU’s student governments, organizations that control millions of dollars of student fee monies. He/she must keep the readers informed about elections, bills/laws, protests, etc. at all levels of government.

Requirements: Write three stories per week; attend weekly news meetings; attend student government meetings.

### **Diversity reporter**

Students from around the country and world attend ASU. This makes it a diverse community of race, gender, culture and religion. The diversity reporter is charged with the task of finding unique stories and within these various groups — providing a voice for the voiceless.

Requirements: Write three stories per week; attend weekly news meetings.

### **Tempe reporter**

Thousands of students become Tempe residents each year. The University is much a part of the city as the city is part of the University. It is important to keep readers informed about what is going on within the city, a place many students might call home after they receive their diplomas.

Requirements: Write three stories per week; attend weekly news meetings; attend city council meetings

### **Police reporter**

Law enforcement officers work hard to keep ASU students safe. They rely on the media to inform the public about how they can better protect themselves. The police reporter is charged with relaying this information to the public as well as finding interesting stories about arrests and investigations carried out by the ASU and Tempe police departments.

Requirements: Write two stories per week; write three police beat reports per week; attend weekly news meetings; complete at least one ride-along with Tempe police and one with ASU police.

### **Health, science and technology reporter**

Like other universities, ASU is a testing ground for new science and health technologies. Also,

students and teachers are constantly working on new research projects. The health, science and technology reporter must find stories by looking into these projects and relating them to the reader in a simplified and understandable way.

Requirements: Write three stories per week; attend weekly news meetings

### **Administration reporter**

Why is tuition rising again this year? The administration reporter is charged with answering this question and many others in a beat that allows the writer to explore the skeleton that holds ASU together. The administration reporter must find interesting and compelling stories about the people who control the University and the projects they are working on.

Requirements: Write three stories per week; attend weekly news meetings

### **Student life Reporter**

Events are happening daily across ASU's four campuses. If students are involved, the student life reporter should be on top of it. This reporter has a lot of opportunity for in-depth human stories about students and the challenges they face during their college experience. The student life reporter also works with the politics reporter to cover student government across ASU's four campuses.

Requirements: Write three stories per week; attend weekly news meetings

### **Print news reporter (part-time) (unpaid)**

Job Description: Part-time reporters hold unpaid positions. Since they do not hold a specified beat, they are allowed to cover a wide array of topics and operate as general-assignment reporters. They can collaborate with beat reporters on projects, and they can write in-depth features if approved by their editors.

Requirements: Write one story per week; attend weekly news meetings.

### **Print sports reporter (full-time) (paid)**

Full-time sports reporters at *The State Press* cover ASU football (two reporters) in the fall semester and the following ASU sports in the spring semester: men's basketball (one reporter), women's basketball (one reporter), baseball (one reporter). Each reporter is tasked with following the day-to-day happenings of their team, multiple practices each week, conducting interviews and producing multiple stories each week including previews, game stories, notes packages and features. Reporters must build a working relationship with sports information directors, players and coaches to facilitate the highest quality of coverage. Full-time reporters also contribute to sports department's rotating short column, The Devil Dish.

### **Print sports reporter (part-time) (paid)**

Part-time sports reporters at *The State Press* cover many of ASU's sports in the fall and spring semesters. Fall sports include volleyball, women's soccer, men's and women's golf, men's and women's cross country, swimming and diving, and women's tennis. Spring sports include softball, track and field, men's and women's golf, wrestling, women's gymnastics, swimming and diving, and women's water polo. Each reporter is tasked with following the day-to-day happenings of their team, attending at least one practice each week, conducting interviews and producing multiple stories each week including previews, game

stories, notes packages and features. Reporters must build a working relationship with sports information directors, players and coaches to facilitate the highest quality of coverage. Part-time reporters also contribute to sports department's rotating short column, The Devil Dish.

### **Print sports columnist (paid)**

*The State Press'* sports columnist writes a weekly sports column on a variety of topics ranging from ASU and professional sports to off-the-wall sports and sports-related human interest stories. The sports column provides a source of regular commentary and perspective to compliment the paper's objective coverage of ASU athletics.

### **Multimedia news reporter (some positions paid)**

Multimedia news reporters are responsible for producing several news packages each week, attending a weekly budget meeting with [statepress.com](http://statepress.com) and paper editors. These reporters must develop sources, research and pitch story ideas and move forward once they are approved by the paper's news editors. Multimedia news reporters receive guidance from both the paper's news desk and the multimedia department. Typically news packages are between 1:30 and 2:00 minutes in length and include a minimum of three on-camera interviews. Multimedia reporters also work with the photo department on audio slideshows and other special projects.

### **Multimedia sports reporter (some positions paid)**

Multimedia sports reporters work under the direction of the sports editor and asst. editor covering football, basketball, baseball, tennis, softball, soccer, golf and other sports. These reporters produce several or at least one package each week, whether they are game stories, athlete features or other in-depth stories. The sports editors or multimedia editors can assign stories to the sports reporters, but reporters are expected to keep up with their team(s) and its athletic directors and pitch their own stories. In the fall, multimedia sports reporters also work with the sports editors and multimedia department to produce live, webcast or taped pre-game shows for football or basketball games. Multimedia reporters also work with the photo department on audio slideshows and other special projects.

### **Multimedia A&E reporter (some positions paid)**

Multimedia A&E reporters are responsible for producing one or more weekly packages pertaining to locally-relevant art, music, theater, books, film, television and more, or A&E-style web-TV segments like video movie reviews or cooking shows, for example. These reporters are managed by the A&E editor and work with the multimedia and video editors. Packages follow the same general requirements as news packages, ranging from 1:30 to 2:00 minutes in length with a minimum of three on-camera interviews. Multimedia reporters also work with the photo department on audio slideshows and other special projects.

### **State Press Weekly reporter (unpaid)**

State Press Weekly reporters work under the multimedia department's multimedia producer to find, report, script and record stories for the weekly podcast. Reporters produce stories that range from news or sports brief to several minutes-long feature stories for the show. Reporters must research and pitch their own ideas for the podcast.

### **Photographer (some positions paid)**

Photographers work alongside the news and sports reporters to provide high-quality content for both *The State Press* and [statepress.com](http://statepress.com). Photographers attend weekly meetings with the news and photo staffs to collaborate and discuss photo ideas, and be able to develop innovative, illustrative and different photo ideas. This position requires a large amount of independence and responsibility; photographers typically cover 5 to 7 photo assignments a week and often have to contact story subjects or attend interviews with reporters. Applicants must own and be familiar with their own digital SLR camera.

### **Opinion columnist (once/week is paid; twice/month is unpaid)**

Full- and part-time columnists research, report and write opinion-based columns (around 500 words) on issues relevant to *State Press* readership. Topics are selected by the writer, but must be approved by the opinion editor. Full-time columnists write one column per week and are paid a stipend. Part-time columnists write every other week and are unpaid. All columnists are responsible for meeting deadlines set by the opinion editor, as well as revising columns and being available to do so on the set deadline day. Writers are also responsible for responding to any e-mails they may receive in response to a column.

### **Cartoonist (unpaid)**

Cartoonists are responsible for producing five cartoons per week (one per issue). All cartoons must be submitted by the deadline determined by their editor. They are responsible for conceptualizing, drawing, scanning and cropping their own work, which is subject to review by their editor.

### **Editorial cartoonist (unpaid)**

Editorial cartoonists create original artwork/cartoons/caricatures that editorialize current events. They create one cartoon per week and are unpaid. Cartoonists are responsible for meeting deadlines set by the opinion editor and acknowledge that all work is subject to review by the opinion editor or editorial board.

### **Night editor (paid)**

The night editor is responsible for final proofing all material to be in the next day's paper and/or special sections on the page. This includes fact checking, verifying names, quotes and titles and editing for grammar and Associated Press style. The night editor, working with the copy editors, is also in charge of posting content [statepress.com](http://statepress.com) and regularly monitoring the website for design and copy errors. The night editor is the manager of the copy editors and consults with the editor in chief on headline suggestions and other layout-based changes for the paper.

### **Copy editor (paid) (2-3)**

Copy editors are responsible for reading every story for the paper and website for grammar, content and Associated Press style. This work includes fact checking, verifying names, quotes and titles, and contacting reporters, columnists and writers if there are any questions or discrepancies. The copy editors post content to [statepress.com](http://statepress.com) and monitor the website for any errors upon doing so. Copy editors are managed by the night editor and may help read pages if necessary.