

Employment Application

Daily Titan

The Daily Titan is an independent student news organization that publishes a print edition Monday through Thursday and a website that is updated as news breaks. The Daily Titan operates independently of Associated Students Inc., College of Communications, Cal State Fullerton administration and the CSU.

Since 1960, the Daily Titan has functioned as a public forum and is one of only a small number of daily student news organizations in the country. Working for the Daily Titan is a hard but rewarding experience. You will gain the kind of experience that will help you land an internship and/or job in the news industry.

Please review the job descriptions for our newsroom management and key reporting positions. With the exception of A&E and Features, Editors are expected to work Sunday through Wednesday during production shifts that begin at 4 p.m. and end when the print product has gone to press. To apply for these positions, please follow the directions on the application and turn the materials in to the Editor in Chief or the Managing Editor in CP 670 or to the Daily Titan adviser in CP 650-31.

If you would like to be a freelance writer for the Daily Titan, drop by the newsroom (CP 670) and set up an appointment with the Editor in Chief or the Managing Editor.

If you have any questions, feel free to email the Editor-in-Chief at editorinchief@dailytitan.com or the Managing Editor at managing@dailytitan.com.

Managing Editor

Description:

The Managing Editor (ME) is the Daily Titan's second in command and is in charge of logistics and personnel. He or she reports to the Editor-in-Chief. The ME is responsible for overseeing the day-to-day tasks of getting the paper out on time and is in charge of resolving conflicts as they arise, including those involving personnel. The EIC may delegate some of his or her responsibilities and/or privileges to the ME if necessary.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer. Past experience in another role at the Daily Titan.

Sports Editor

Description:

The Sports Editor is responsible for the sports section of the Daily Titan. He or she is required to assign stories and manage the submission process of those stories.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer.

News Editor

Description:

The News Editor is responsible for the stories in the news section of the Daily Titan. He or she is in charge of all reporters working for the news section and coordinates the activities of those reporters. He or she is responsible for keeping track of news section issues and delegating responsibilities in that section. News Editors are also responsible for coaching new writers on improving their writing.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer.

Arts & Entertainment Editor

Description:

The Arts & Entertainment Editor is responsible for all aspects of arts and entertainment coverage in the Daily Titan, which appears twice each week. He/she assigns and edits the section's stories.

Requirements:

The ability to work Sunday and Tuesday from 3 p.m. until the paper is sent to the printer. A knowledge of current and upcoming movies, TV, theater productions, games and fashion.

Opinion Editor

Description:

The Opinion Editor is responsible for the Daily Titan's opinion section and runs all meetings pertaining to editorials in the opinion section.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer. Knowledge about the news and current events in a local, state and national level.

Webmaster

Description:

The Webmaster is responsible for all issues concerning the functionality of the Daily Titan website. The Webmaster works with the Web Editor to improve and develop new features for the Daily Titan online. He/she is tasked with maintaining the technical functions of the website.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer. Experience with back and front end web development.

Layout Editor

Description:

The Layout Editor is responsible for the design of the front and inside pages of the Daily Titan. The Layout Editor communicates with section editors and photographers on deciding what stories to feature on the front page and inside pages. The Layout Editor will use Adobe InDesign and other software in the Adobe suite to design the paper.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer. Design or Newspaper experience.

Multimedia Editor

Description:

The Multimedia Editor is responsible for working with staff members to create and edit all video/audio elements that appear on the website. He/she is also responsible for checking out all multimedia equipment and ensuring that it returns in a safe and timely manner.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer. Past multimedia experience. The ability to teach people who have never shot and edited a multimedia package.

Features Editor

Description:

The Features Editor is responsible for the features section that appears twice weekly in the Daily Titan. He or she is also the primary editor that will assist the Executive Editors with special sections.

Requirements:

The ability to work Monday and Wednesday from 3 p.m. until the paper is sent to the printer.

Copy Editor

Description:

The Copy Editor is responsible for editing all content for the Daily Titan. He/she is responsible for maintaining the quality of stories that appear in print and online. The Copy Editor coordinates with the Executive Editors to maintain the Daily Titan Style and Reference Guide.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer. Past experience at a previous newspaper.

Photo Editor

Description:

The Photo Editor is responsible for maintaining the photo department, editing photos and coordinating photographers for the Daily Titan. The Photo Editor serves as liaison between freelance photographers and the Daily Titan.

Requirements:

The ability to work Sunday through Wednesday from 3 p.m. until the paper is sent to the printer and also be able to work whenever photos are needed. Photography experience.

F.A.Q.

What's the difference between editors and assistant editors?

Editors are the leaders of the section they are responsible for. He/she receives a small scholarship for the time and energy put into their work at the newsroom. Editors are required to work in the newsroom every single day of the four-day production week, with the exception of Features at A&E editors.

Assistant editors help the editor complete the tasks that they may not have time for. Assistants are a crucial part of the newsroom, but do not carry as much responsibility as editors. While assistants do not receive any money, he or she will only have to work in the newsroom two days of the four-day production week.

What are the benefits?

A benefit of joining the Daily Titan is being a part of a real working newsroom, which provides an unmatched learning environment. Editing and writing stories at the Daily Titan provides a much more robust and effective learning environment than a classroom education can provide. It excellently complements the journalism education students receive at Cal State Fullerton.

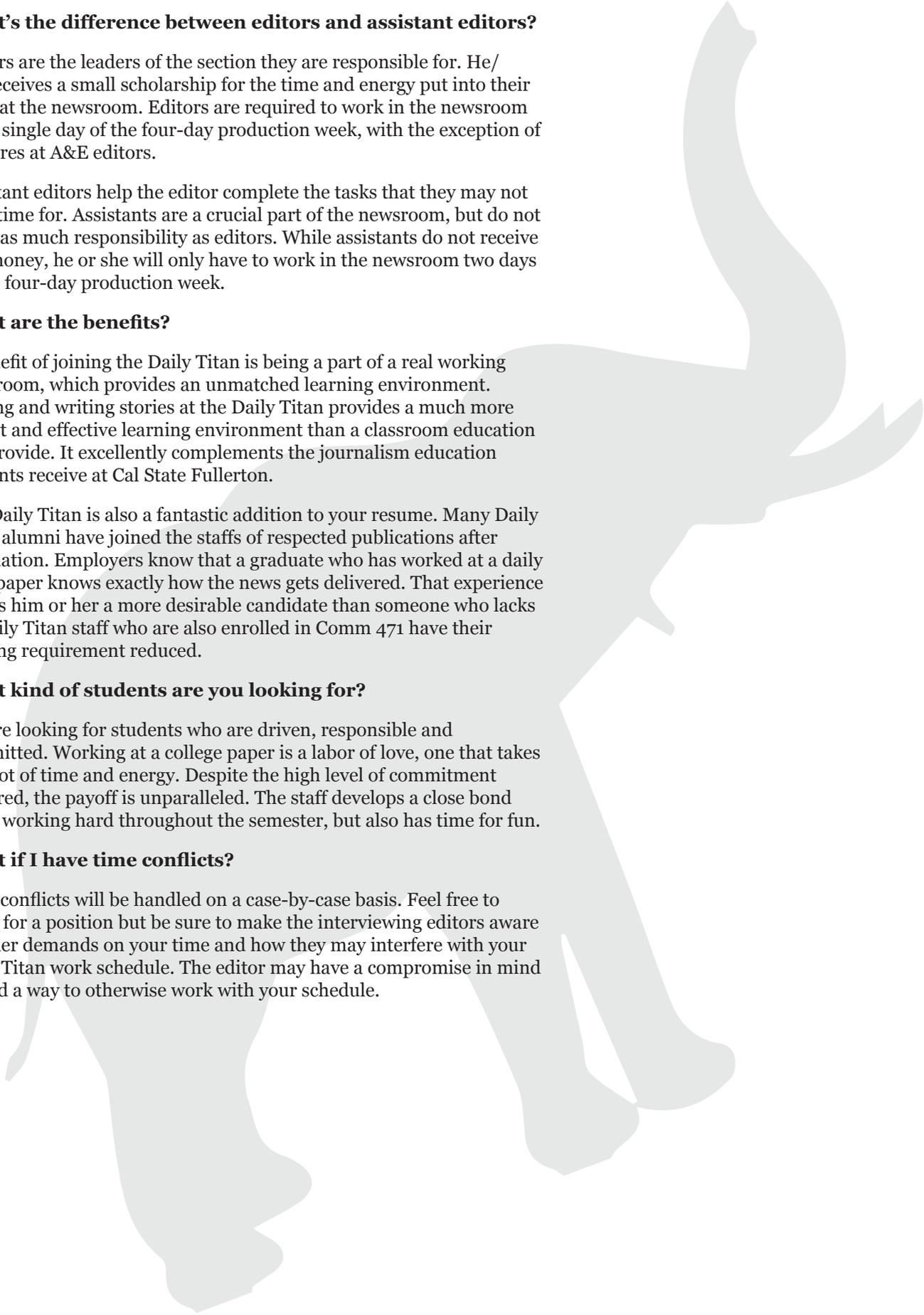
The Daily Titan is also a fantastic addition to your resume. Many Daily Titan alumni have joined the staffs of respected publications after graduation. Employers know that a graduate who has worked at a daily newspaper knows exactly how the news gets delivered. That experience makes him or her a more desirable candidate than someone who lacks it. Daily Titan staff who are also enrolled in Comm 471 have their grading requirement reduced.

What kind of students are you looking for?

We are looking for students who are driven, responsible and committed. Working at a college paper is a labor of love, one that takes up a lot of time and energy. Despite the high level of commitment required, the payoff is unparalleled. The staff develops a close bond while working hard throughout the semester, but also has time for fun.

What if I have time conflicts?

Time conflicts will be handled on a case-by-case basis. Feel free to apply for a position but be sure to make the interviewing editors aware of other demands on your time and how they may interfere with your Daily Titan work schedule. The editor may have a compromise in mind or find a way to otherwise work with your schedule.



Fall 2015 Daily Titan Editorial Staff Application
Application deadline: Friday May 15, 2015

To apply, submit this sheet to Prof. Bonnie Stewart in CP 650-31 or the Daily Titan Editor-in-Chief in CP-670 by Friday, May 15, 2015. For additional information, contact the Editor-in-Chief at editorinchief@dailytitan.com or Prof. Stewart at bstewart@fullerton.edu or drop by the *Daily Titan* newsroom in College Park 670.

Name _____ Major _____

Intended Graduation Date _____

Cell phone _____ Email _____

Please rank the following positions in order of preference (1 = first choice, 2 = second choice, etc.). Rank as many preferences as you're interested in.

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| ___ Managing Editor* | ___ Sports Editor* |
| ___ News Editor* | ___ Sports Editor Assistant |
| ___ News Editor Assistant | ___ Copy Editor* |
| ___ Opinion Editor* | ___ Copy Editor Assistant |
| ___ Opinion Editor Assistant | ___ Page Design/Graphics Editor |
| ___ Features Editor* | ___ Photo Editor* |
| ___ Features Editor Assistant | ___ Photo Editor Assistant |
| ___ Arts and Entertainment Editor* | ___ Multimedia Editor* |
| ___ Arts and Entertainment Assistant | ___ Multimedia Assistant Editor |

* indicates a paid position

Please attach a resume and responses to the following questions. Answer each question in 200 words or fewer. **Inclusion of writing samples is encouraged.**

Personal Information

1. List previous school-related or professional journalism experience and experience with computer software and multimedia equipment.
2. List Communications courses completed.

Critical Evaluation/Goals

3. What are the specific strengths and weaknesses of the *Daily Titan* section(s) your chosen position handles?
4. What are your top three priorities/goals for that section(s)?
5. What are your top three priorities/goals for the newspaper as a whole?