

**Employment Application Form – Features Editor**

**Job Description:** As an editor on the editorial team, the Features Editor is responsible for overseeing content for *The News Record’s* features section. Responsibilities include curating a budget of at least three feature stories each week, writing and assigning content to reporters, and editing all stories for accuracy in AP style, grammar, spelling, correctness of facts and clarity. The Features Editor reports directly to the Managing Editor.

**Recommended Qualifications:**

* Experience writing and editing articles.
* Ongoing or prior involvement as a writer/reporter for *The News Record.*
* Ability to independently pitch engaging, localized and relevant story ideas.
* Ability to meet deadlines.
* Willingness to attend weekly production meetings.
* Strong editorial judgment and copy-editing skills.
* Familiarity with AP style.
* Strong leadership skills and the ability to delegate tasks.

Name:

UC email:

Year/major:

**How do you envision your role as Features Editor? What do you wish to accomplish?**

**Briefly discuss your prior experience with editing peers’ work, giving constructive criticism, or abilities to lead a team.**

**What do you see as TNR’s biggest opportunities for growth within the features section?**

**To serve in any role at TNR requires self-discipline. How do you plan to hold yourself and your reporters accountable and ensure that each deadline is being met?**

**What makes you unique for this role? What can you bring to the team that others won’t?**

Complete this application and submit it to TNR’s Editor-in-Chief, Emma Balcom (editor@newsrecord.org), by **December 12**. Additionally, please attach samples of prior reporting, editing and managerial work, including articles, photos and/or videos.