

Coordinating Editor

Coordinating editors will act as the head of the sections they oversee. They will work with the Front Office to make important decisions about the structure and content of their sections.

Coordinating editors will frequently be the first person to edit pieces from their sections, alleviating backlog in copy editing and with the Front Office.

Coordinating editors will be responsible for daily story searching, along with editors in their section, in order to increase original reporting and multimedia content. They will have fewer daily writing or production responsibilities, allowing them to work on time-consuming features, investigations and multimedia projects that our audience loves, while maintaining daily deadlines from their team. Alternatively, if they feel an editor should be assigned a larger feature piece, the coordinating editor can take over some of the daily content responsibilities.

Coordinating editors must have a strong sense of what makes a good story. This is especially important as the *Gazette* prioritizes video and multimedia; we expect coordinating editors to help bridge the gap between writing and creative.

Specific daily deadlines and expectations in each section will be discussed with coordinating editors and masthead editors in the fall.

These are full-time roles, the time commitment will be substantial. Coordinating editors are expected to be in the office from Monday to Friday from 9:30 a.m. to 5:30 p.m. whenever they are not in class, though they should expect to be in the office longer on days prior to publishing. Coordinating editors may also have to work some evenings and weekends if there is a high volume of content.