

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 and the direction of the paper as a whole.

Coordinating editors will frequently be the first person to edit and approve work from their sections. They will be expected to provide detailed feedback on the drafts they receive from editors, interns and volunteers and edit these drafts to conform with the Gazette's publication standards.

Coordinating editors will be expected to run at least one pitch meeting a week with the sections they oversee. These meetings will serve as both brainstorming sessions for content production and check-ins for editors to receive feedback on their work and ensure they are on track to meet deadlines. It is the coordinating editors' responsibility to work with the Front Office to ensure their sections are meeting weekly quotas and deadlines.

Coordinating editors 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 returns to print next year— we expect coordinating editors to help bridge the gap between the writing and creative sections.

As 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.

Specific daily deadlines and expectations in each section will be discussed with coordinating editors and masthead editors in the fall. These responsibilities are subject to change by Front Office's discretion. Other duties are as assigned.