

# News Editor

News editors are responsible for writing coverage on both Western and local news, finding news stories around campus and conducting daily story searches. Editors work on a one-day lead for daily coverage.

A strong sense of what makes a good story and the ability to write quickly are essential. News editors will also work collectively to cover live and breaking news as it happens at any time during the week. Every section is also expected to work collaboratively with the Gazette's creative team to produce multimedia content.

Furthermore, editors are in charge of managing their section's volunteers and interns, and should be able to provide detailed feedback on the drafts they receive to ensure they meet the Gazette's publication standards.

The time commitment for the section is substantial, and editors are expected to be in the office from Monday to Friday (with an optional day off), though they should expect to be in the office longer on days prior to publishing. Full-time editors will be required to be in the office four to five days a week 9:30 a.m. to 5:30 p.m. when they are not in class, and be available to work from home if necessary. Part-time editors will be required to be in the office three days a week. Editors may also be required to attend special events throughout the week and on the weekend and make themselves available for breaking news.

These responsibilities are subject to change by Front Office's discretion. Other duties as assigned.

## **Responsibilities:**

- Strong editing and writing skills
- Basic knowledge of Canadian Press style
- Be able to make quick judgment calls, think on their feet and understand journalistic ethics
- Ability to generate innovative content
- Ability to manage and train volunteers
- Ability to work as a cohesive team within the section, as well as collaborate with other sections, including multimedia, to produce engaging content
- Ability to pitch story ideas on a consistent basis

## **Application Requirements:**

- Please provide three work samples, preferably published
- Provide a resume with applicable work and volunteer experience