



Copy Chief

Application Due Monday, February 26th

PLEASE EMAIL APPLICATION TO editor@scaddistrict.com

OVERVIEW

The **Copy Chief** is responsible for grammatical and journalistic integrity. They oversee all editing conducted by Copy Editors and are responsible for copy-editing content for Square 95, District's literary journalism magazine. Copy Chief is the primary consultant on all things AP style and journalism.

Primarily, they work directly with Copy Editors, Columnists and Contributors to ensure that all writing is easy to read, effective and that the writer's voice and intention are preserved, despite edits. They are also responsible for pushing the quality of writing for all writers on-staff through their example. They promote variety, but also consistency, in our content.

They are also responsible for creating written content on a bi-weekly basis. Copy Chief works with the other Chief Editors to undertake specialized projects — scripts for video content, podcasts, advice for longform reporting and feature story ideas. **This position qualifies for a monthly stipend.**

Preferred skills include:

- Experience in news writing
- Strong, detailed understanding of AP Style
- Leadership experience
- Ability to effectively and directly communicate with team members and contributors
- Experience with WordPress
- Strong writing ability

RESPONSIBILITIES

Specifically, the Copy Chief will do the following:

- Work **four to six hours per week**. Of that, two hours must be served in the Student Media Center.
- Exercise final approval on written content.

- Work with the Editor-in-Chief and Creative Director to monitor writing quality, article viewership and unique visitor retention
- Produce written content on a bi-weekly basis — as a column or longform story
- Create a minimum of two pitches for Contributor Meetings each week
- Pitch two feature stories to Editorial Staff per month
- Attend all meetings (Sunday Editors' Meeting and Wednesday Contributor Meeting), and notify the Editor-in-Chief at least six hours in advance if unable to attend
- Respond to all Slack, email and other communication in **24** hours or less
- Perform outreach to recruit new contributors — class visits, other events, etc.

WHAT TO SUBMIT

- Cover letter — clearly indicate which position you are applying for
- Three relevant portfolio examples — preferably news writing
- Resume