



# Copy Editor

Application Due Monday, February 26th

PLEASE EMAIL APPLICATION TO [editor@scaddistrict.com](mailto:editor@scaddistrict.com)

## OVERVIEW

**Copy Editors** are responsible for editing all written content on District's main website as delegated by the Copy Chief. They conduct edits based on clarity, readability and accuracy. They are also responsible for fact-checking all content.

Primarily, copy-editors work with the Copy Chief to ensure all content meets District's journalistic and quality standards. They are responsible for upholding District's credibility through authentic, verifiable facts. They also work with 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. **This position qualifies for a monthly stipend.**

### Preferred skills include:

- Strong writing ability
- Consistent quality in writing and reporting
- Considerable understanding of AP Style
- Effective leadership
- Willingness to learn new skills
- Strong time management
- Experience with WordPress

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Specifically, Copy Editors will do the following:

- Work **two to three hours per week**. Of that, one hour must be served in the Student Media Center.
- Write two articles per week
- Pitch one story at weekly Contributor Meetings
- Copy-edit all written content on the website
- Assist with copy-editing for captions, videos, etc. when called upon
- Collaborate with columnists to ensure their writing is easy to read and representative of their intent

## WHAT TO SUBMIT

Please submit the following in your application:

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