

MANAGING EDITOR

APPLICATION AND APPOINTMENT

Applications for the position of managing editor can be submitted any time between March 1 and April 15 to the student media coordinator. Applications are evaluated and ranked by the student media director and the outgoing executive editor. Appointments are announced on May 1.

QUALIFICATIONS

- A. Must be a full-time student with a cumulative grade point average of at least 2.5 unless waived by the student media coordinator.
- B. Must be enrolled for a minimum of nine hours and be of sophomore standing or higher.
- C. Must possess good citizenship and have a commitment as well as a healthy respect for upholding university policy regarding student media, which protects a free and responsible press.
- D. Must demonstrate knowledge of print, online journalism and newsroom management.
- E. Must have served as an administrative editor or section editor for at least one year unless waived by the Student Media Board.

TERM

The managing editor will serve from May 1 to April 30 of the following year. If he/she is interested in serving another term, he/she must reapply.

RESPONSIBILITIES

The **managing editor** is second-in-command of The Hornet Tribune and responsible for its day-to-day operation. The managing editor serves as the vice chairman or vice chairwoman of the weekly editorial meetings, assists the university news editor select stories for page one, and helps set the tone of the newspaper's coverage. The managing editor is responsible for the editorial traffic and newsroom operations. It is the managing editor's responsibility to ensure that all stories, photographs, illustrations, cartoons and etc. are completed and submitted by deadline.

The managing editor will

- A. Serve as the traffic cop, coordinating coverage and settling disputes among the editorial department's nine content desks: university news, local/community news, state and national news, viewpoints, lifestyles, financial, sports, arts and entertainment, alumni connection, and high profile.
- B. Be responsible for the mechanics of putting out the paper every week, seeing that deadlines are met and various desks are adequately covering their areas.
- C. Be available to answer content editors' routine questions, keeping early office hours and making rounds of each desk as budgets are put together. Should help influence the day's budget, rather than be surprised at budget meeting.
- D. Help determine editorial budget in conjunction with the content editors and executive editor.
- E. Serve on the editorial board and serve as chairman of the editorial board meetings in the absence of the executive editor.
- F. Ensure that before each semester begins, each content editor maps out a plan for each week's special pages. All stories should be edited and sent to the appropriate copy editor three days prior to publication.
- G. Along with the executive editor, hires content editors and has the authority to demote any editorial employee (other than executive editor).
- H. Be responsible for any inappropriate behavior by staff including any inaccurate reporting. Any occurrences of this nature should be brought to the attention of the executive editor, faculty adviser and student media coordinator.
- I. Work with content editors to plan in-depth projects or series of articles, including necessary art and layout as well as special page requests and meeting early deadlines.

- J. Work with advertising in keeping abreast of paper size, including any requests for an increase or decrease in paper size according to editorial's space needs.
- K. Oversee weekly distribution of pages to content editors.
- L. Run weekly budget meeting at 5 p.m. on Sunday, at which time each content editor presents his/her budget offerings for the next week's paper. Content editors are to battle for best play, and the university news editor should recommend to the executive editor what appears on page one.
- M. Ensure that the general assignment editor has submitted the Image Request Forms to the visual services editor no later than Sunday at 3 p.m.
- N. Assist the student media coordinator with updating *OSM Styleguide*.
- O. Read the front page copy before it goes to the executive editor.
- P. Inform the Presentation and Design Division of any late stories.
- Q. Work with university news editor to clear front page by deadline.
- R. Ensure newspaper identity and integrity by adhering to consistent editorial style.
- S. Evaluate the performance of all editors (with the exception of the executive editor) as well as the online editor at the end of each semester.
- T. Represent The Hornet Tribune on the Student Media Board in the absence of the executive editor.
- U. Reprimand or submit disciplinary actions to all editors, with the exception of the executive editor, who violate policy or procedure or deviates from *The Hornet Tribune Staff Handbook*.
- V. Meet with the executive editor at least once per week to keep him/her updated with staff issues or concerns.
- W. Maintain a schedule of office hours of at least 25 hours per week in order to address all potential concerns of the staff and ASU community.
- X. Accept responsibility for any other duties as assigned by the executive editor or faculty adviser.