

# The Appalachian A&E Editor job description, 2016-17



## The role

The A&E Editor manages a staff of reporters and is responsible for providing timely arts and entertainment coverage for publication in The Appalachian. The editor is appointed by the Editor-in-Chief in consultation with the Assistant Director for Student Media. The editor is responsible to the Editor-in-Chief and Managing Editor.

## Application instructions

Your complete application will include your completed application online, your current resume, and at least two samples of relevant work. Incomplete applications or applications received after the deadline will not be accepted. Application materials must be submitted via email to Carl Blankenship, incoming editor-in-chief, at [blankenshipcr@appstate.edu](mailto:blankenshipcr@appstate.edu). For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at [dycheab@appstate.edu](mailto:dycheab@appstate.edu) or 828-262-6252.

## Responsibilities of the Desk

1. **Provide** accurate accounts of events and personalities on campus and in the local community.
2. **Review** events and personalities of interest to the campus and local community.
3. **Compile** a calendar of major programs (performing arts, lectures, theater, musical performances etc.) for each month.
4. **Produce** stories for publication which will accurately reflect and represent the diversity of arts and entertainment both on campus and in Boone.
5. **Provide** angles and insights on timely events and issues not appropriate to news or sports formats, and prepared stories of interest which will inform readers and arouse reader interest.

## Managerial Duties

1. **Recruit**, train and manage a staff of reporters to provide arts and entertainment coverage pertaining to the campus and local community.
2. **Assign** stories, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.
3. **Maintain and enforce** deadlines.
4. **Edit** all copy for factual accuracy, completeness and journalistic style, as well as spelling, grammar, and organization.
5. **Rewrite** stories when necessary to conform to acceptable newspaper standards.
6. **Undertake** all assignments for which no reporter is available to cover.
7. **Maintain** a regularly updated list of story ideas for future use.
8. **Attend** twice weekly editorial board meetings.
9. **Lead** twice weekly desk meetings.
10. **Meet** with the managing editor and/or editor-in-chief to discuss story ideas, quality of writing and coverage, and any problems related to the A&E desk.