

The Appalachian Video Editor job description, 2016-17



The role

The Video Editor manages a staff of videographers and is responsible for providing timely, quality video coverage independently and in conjunction with desk editors. 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 Visual 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. For more information, contact Allison Bennett Dyche, Assistant Director for Student Media, at dycheab@appstate.edu or 828-262-6252.

Responsibilities of the Desk

1. **Provide** videos that accompany written content for broadcast on the website, working with desk editors and reporters to ensure videos are being assigned.
2. **Provide** regular video coverage, including features, sports, news and short docs, conceived and produced by the video desk, which will inform readers and arouse reader interest.
3. **Edit** videos according to journalistic standards for broadcast.
4. **Write** intro paragraphs to accompany videos.

Managerial Duties

1. **Recruit**, train and manage a staff of videographers to provide coverage pertaining to the campus and local community.
2. **Assign** videos to accompany 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** videos according to journalistic and ethical standards for broadcast.
5. **Undertake** all assignments for which no videographer is available to cover.
6. **Maintain** a regularly updated list of story ideas for future use.
7. **Attend** twice weekly editorial board meetings.
8. **Lead** twice weekly desk meetings.
9. **Meet** with the visual managing editor and/or editor-in-chief to discuss story ideas, quality of visuals and coverage, and any problems related to the video desk.
10. **Inventory** and oversee assignment of equipment, in conjunction with the visual managing editor.