

# The Appalachian Visual Managing Editor job description, 2016-17



## The role

The Visual Managing Editor oversees the production of The Appalachian, including viewing and proofreading all visual content and the accompanying text, and overseeing all visual content and the photo, video and graphics 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.

## 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.

## Managerial Duties

1. **Assist** the editors in recruiting and training a staff of visual journalists for all desks that produce visual or multimedia content.
2. **Set** deadlines for editors to meet production schedules.
3. **Oversee** editors during production nights.
4. **Assist** editors in assigning and overseeing the production of visual content for each issue and for the website.
5. **View and edit** all content for print and digital for factual accuracy, completeness and journalistic style, as well as spelling, grammar and organization for any written material, including captions.
6. **Assist** the Editor-in-Chief, Managing Editor and Graphics editor in laying out the print product.
7. **Proof** all pages before they are sent to the printer on production nights, and proofread and view all visual and multimedia content before it's published online.
8. **Undertake** assignments when necessary when no reporter or editor is available, including breaking news.
9. **Attend** twice weekly editorial board meetings.
10. **Assist with leading** twice weekly multimedia desk meetings where needed.
11. **Present** multimedia training to full staff on a regular basis.
12. **Meet** with the managing editor and/or editor-in-chief to discuss quality of visual and multimedia content, and any problems related to any of the multimedia desks.