**The Appalachian**

**A&E Editor**

**Job Description**

The A&E Editor manages a staff of reporters and is responsible for providing timely A&E coverage for publication in *The Appalachian*. The A&E Editor is appointed by the Editor in Chief in consultation with the Director of Student Publications and the Managing Editor. The A&E Editor is responsible to the Editor in Chief and Managing Editor, and shall have the following responsibilities:

**Managerial Duties:**

1. **Recruit**, train, and manage a staff of reporters and interns to report arts and entertainment events which have significant impact on the University and community.

2. **Review** events and personalities of interest to the University community and build a list of feature story assignments to be made throughout the year.

3. **Compile**, as completely as possible, a calendar of all major programs (including performing arts, lectures, theater, musical performances, and student-centered activities) scheduled on campus for the coming month.

4. **Provide** angles and insights on timely events and issues not appropriate to news or sports formats and prepare articles of interest which will inform readers of the nature of major programs and present information which will arouse reader interest.

6. **Inform** readers of campus and community personalities.

7. **Publish** accurate accounts of events and personalities.

8. **Maintain** a file of ideas for future use, along with copy that has not been printed but which may be useful in the future.

9. **Select** articles for publication, which will accurately reflect and represent the variety of programs and activities available to students at Appalachian State University.

**Day-to-Day Duties:**

1. **Assign** stories, making sure that assignments are understood, emphasizing any particular angles, information, or any other special treatment that is needed.

2. **Maintain** and enforce deadlines.

3. **Edit** all copy for factual accuracy, completeness, and journalistic style, as well as spelling, grammar, and organization.

4. **Rewrite** stories when necessary to conform to acceptable newspaper standards.

5. **Attend** twice weekly staff meetings, twice weekly writers meetings, and twice weekly editorial board meetings.

6. **Meet** with the Managing Editor to discuss story ideas, quality of writing and coverage, and any problems related to the A&E department.

7. **Undertake** all assignments for which no reporter is available for assignment.