

The Wooster Voice

STUDENT-PRODUCED SINCE 1883

2009-10 Editorial Staff Job Descriptions

The Wooster Voice is currently hiring many individuals to fill positions on the 2009-10 editorial staff. An asterisk after a position title signals an Editorial Board position. Those applicants should be prepared to attend weekly Editorial Board meetings.

Section Editors (at least 5)*

The Wooster Voice is seeking at least five section editors for the 2009-10 academic year. Section editors manage the weekly assigning, editing, and layout of stories using QuarkXpress, and will also be responsible for maintaining a staff of writers throughout the academic year. Section editors are expected to be present on Wednesday nights for layout and on Sundays for weekly Editorial Board meetings. Specific responsibilities for each section are as follows:

Arts & Entertainment: The primary goal of the A & E section is to cover, as completely as possible, all art- and entertainment-related events on campus. This includes, but is not limited to, reporting on artwork (both student and professional) being exhibited on-campus and reviewing and previewing musical and theatre events. The A & E section editor also has the option of publishing “The Scene,” a bi-weekly entertainment column.

Features: Features stories run the gamut from news to entertainment, reporting both long-term investigative and slice-of-life stories. The Features section editor must be creative and willing to seek out stories from many different people, both on and off campus. The Features section editor also has the option of publishing a rotating weekly column featuring various campus interests.

News: A News editor needs to have a sense for what is going on at Wooster beyond her or his realm of experience. Not only does the News section cover day-to-day events (lectures, security issues, etc.), it also encompasses long-term stories. The News section is highly visible and requires the utmost in journalistic professionalism. This editor must be dedicated to covering events indiscriminately, striving to represent the student body as accurately as she or he can.

Sports: A Sports editor must provide accurate and fair coverage of all sports on campus, especially NCAA sports. While “official” college sports are the top priority, it should be the goal of a Sports editor to expand beyond that realm of coverage. Intramural and club sports should also be given recognition, especially at the beginnings and ends of their seasons. The Sports section is also responsible for maintaining one weekly column about athletics, either at Wooster or elsewhere.

Viewpoints: A Viewpoints editor’s primary responsibility is to recruit and train writers for writing opinion pieces. An editor of this section should also strive to solicit viewpoints from all students, not of any one political, organizational, regional, or national affiliation. The Viewpoints section is also a forum to which members of the campus community can submit letters to the editor(s).

Applicants should provide along with their applications two writing samples, at least one of which should be concentrated in the type of editorship for which he or she is applying.

Previous experience in the areas of journalism, publishing or editing is desired but not required.

Photography Editors (2)*

The Wooster Voice is seeking two photography editors for 2009-10. Editors will be responsible for attending Editorial Board meetings each Sunday night, where they will receive photo assignments and share with the staff any additional photographs that may be of interest to other sections. Photography editors must have knowledge of digital camera equipment as well as basic editing skills with Photoshop and/or Aperture software. Photo editors will be responsible for maintaining photography equipment and hiring and maintaining a photo staff. Photos must be prepared and edited each week, with the majority of these editors' responsibilities occurring on Wednesday nights.

Applicants should provide along with their applications five of their most representative photographic works.

Previous experience in working with a publication is desired but not required.

Web Editor

The *Voice* is looking for a Web Editor to revamp our Web site, focusing on reliability and originality. Applicants should be prepared to have the text and photos of each issue posted online by 10 a.m. each Friday and maintain the Web site regularly. Working knowledge of Web design is mandatory. Highly creative candidates are encouraged to apply.

Applicants should provide the Web link for previous Web sites designs, if possible.

Senior Writers (at least 2)*

The Wooster Voice is seeking at least two senior writers for 2009-10. Senior writers should be familiar with or willing to learn the conventions of the Associated Press (AP) stylebook. Applicants for this position should be balanced enough to write well a long-term investigative story or a short-term story in a pinch. Senior Writers should be prepared to write at least one News, A & E, Sports or Features story each week. Applicants should submit, in addition to the standard application, two to three writing samples.

Previous experience in working with a publication is not required. Applicants need only to have the desire to write a variety of stories over the course of the academic year.

Senior Photographer (at least 1)*

The Wooster Voice is seeking at least one Senior Photographer for 2009-10. This position is given to applicant(s) who are willing to go beyond the realm of traditional photography assignments.

Senior Photographers should be willing to roam campus, looking for interesting photo opportunities for possible publication in the *Voice*. This highly creative position commands a commitment to the *Voice*, and applicants should also be interested in taking many photos each week to supplement stories.

Applicants should submit, in addition to the standard application, a portfolio of five diverse, representative works.

Lead Illustrator (1)*

The Wooster Voice is seeking a Lead Illustrator for 2009-10. The lead illustrator will be responsible for all illustrations and graphics used in *The Wooster Voice*. He or she will maintain a staff of illustrators, cartoonists, and graphic designers and be available to the Editorial Board for consultation on larger creative projects. The person filling this position may also apply for another illustration or graphic design position at the Voice.

Editorial Cartoonist (at least 1)

The *Voice* is seeking at least one Editorial Cartoonist for the upcoming academic year. The Editorial Cartoonist should develop each week (or on a rotation with other cartoonists) a provocative cartoon that expresses a viewpoint or comments on an issue in the news – local, state, national or international. Applicants should be prepared to submit editorial cartoons to the Lead Illustrator by the Sunday before publication (no later than 4 p.m.) each week.

Applicants should provide at least two samples of their work along with the standard application.

Cartoonist (at least 1)

The *Voice* is looking for at least one cartoonist to develop a weekly (non-editorial). A sense of humor, of course, is crucial.

Applicants should provide at least two samples of the proposed cartoon. Preference is given to cartoonists who have developed characters and want to continue storylines over multiple weeks.

Illustrator and/or Graphic Designer (at least 1)

The *Voice* is seeking illustrators and graphic designers for 2009-10. Illustrators and graphic designers will receive assignments from the Lead Illustrator and complete them in a timely fashion for publication in each issue of the Voice. Applicants should provide two to three diverse and representative samples of their creative work.

Chief Copyeditor (1)

The *Voice* is seeking a Chief Copyeditor for 2009-10. Applicants should have a working knowledge of standard American English grammar and know or be willing to learn the conventions of the Associated Press (AP) stylebook. The Chief Copyeditor will also be required to update the *Voice's* own style guide and to oversee Wednesday night copyediting.

Staff Writers, Staff Photographers, and Copyediting Staff (many)

The *Voice* is always accepting applications for staff writers, staff photographers, and copyediting staff. Applications will be accepted on a rolling basis. Previous experience is not necessary to join our staff, only the interest in being part of one of the oldest continuous weekly college newspapers in the United States.