

# THE SIGNAL JOB DESCRIPTIONS

## NON-ROTATING JOB POSITIONS

### EDITOR

- Bears final responsibility for all editorial aspects of publication.
- Chairs budget meetings (budgets space in newspaper, not money).
- Decides on issue content for print and online editions.
- Supervises other editors and staff positions.
- Responsible for style compliance and copy submission guidelines.
- Supervises copy editing and readying of text for layout.
- Supervises writing of headlines and cutlines.
- Writes an article or script for each issue. Writes or rewrites extra articles as necessary.
- Attends weekly SGA meetings and contributes story ideas for each issue.
- Answers phone and e-mail messages in a timely fashion.
- Works with Social Media Community Manager to oversee comments posted online.

**NOTE:** *This position requires that student be available to work in the newsroom up to 20 hours per week, especially during production weeks.*

### ASSISTANT EDITOR

- Assists editor with all of the responsibilities noted in the editor's job description.
- Supervises the visual projects for the newspaper under the direction of the editor.
- Writes an article or script for each issue. Writes or rewrites extra articles as necessary.
- Attends weekly SGA meetings and contributes story ideas for each issue.

**NOTE:** *This position requires that student be available to work in the newsroom up to 20 hours per week, especially during production weeks.*

### DESIGN EDITOR

- Bears final responsibility for overall design and layout of each issue.
- Submits a mock-up "dummy" for approval prior to production.
- Designers are responsible for the print design of Page One and Centerspread pages.
- Writes and takes photos for one photo-journal project.

**NOTE:** *This position requires that student be available to work in the newsroom up to 20 hours per week, especially during production weeks.*

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## ROTATING JOB POSITIONS

### ASSISTANT DESIGN EDITOR

- Rotating job position – will spend half of semester as a reporter/half as a designer.
- Assists design editor with design and production of the paper.
- Submits a mock-up “dummy” for approval prior to production.
- Assistant Designers are responsible for the print design of pages 2, 3, 7 & 8.
- When not designing, writes stories for publication in The Signal according to The Signal guidelines.
- Takes photos to accompany article (if applicable).
- Writes and takes photos for one photo-journal project.
- Turns in a weekly beat report for assigned beat. (Due on Mondays by noon)

**NOTE:** *This position requires that student be available to work in the newsroom up to 20 hours per week, especially during production weeks.*

### REPORTER

- Rotating job position – will spend half of semester as a reporter/half as a videographer, photographer, broadcast reporter or other "visual" contributor to the newspaper.
- Writes stories for publication in The Signal according to The Signal guidelines.
- Takes photos to accompany article (if applicable).
- Turns in a weekly beat report for assigned beat. (Due on Mondays by noon)
- Copy edits articles (see Copy Editing job description).

**NOTE:** *Reporters are expected to advise editor of any problems encountered while working on stories. Deadlines are sacred, and so is the peer-review process. Articles are expected to be final draft ready by class time on Tuesday during production weeks – a rough draft is unacceptable and constitutes missing the deadline (unless prior permission of editor has been received for late-breaking news or articles that require extensive research).*

### BROADCAST REPORTER

- Rotating job position – will spend half of semester as a reporter/half as a videographer, photographer, broadcast reporter or other "visual" contributor to the newspaper.
- Provides live (filmed) coverage of feature and news stories.
- Writes scripts for feature and news videos.
- Turns in a weekly beat report for assigned beat. (Due on Mondays by noon).

**NOTE:** *Broadcast Reporters will be expected to advise editor of any problems encountered while working on stories.*

### **PHOTOGRAPHER (ALL REPORTERS ARE ALSO PHOTOGRAPHERS)**

- Takes photos for publication in The Signal according to The Signal guidelines.
- May take photos to compliment assigned articles.
- May be asked to submit a stand-alone (human interest) shot with outline.
- Collects all pertinent identification information for subjects being photographed, including correct spelling of names and titles.
- Submits complete cutlines to accompany photos.
- Supervises the cropping and sizing of photos for final production.
- Turns in a weekly beat report for assigned beat. (Due on Mondays by noon).

**NOTE: Photographers will be expected to advise editor of any problems encountered while working on taking photographs.**

### **VIDEOGRAPHER**

- Videotapes feature/news events for publication on The Signal website.
- Works with assigned reporter to coordinate video's overall composition.
- Edits digital video and posts it to The Signal's YouTube and Vimeo accounts.
- Bears final responsibility for video's camerawork: clarity and quality of video's image, lighting and sound.
- Turns in a weekly beat report for assigned beat. (Due on Mondays by noon).
- May be asked to take still photos (see Photographer's description).

**NOTE: Videographers will be expected to advise editor of any problems encountered while working on video.**

### **SOCIAL MEDIA COMMUNITY MANAGER**

- Maintain The Signal's Facebook page.
- Maintain The Signal's Twitter account.
- Actively engage in Facebook, Twitter and blog conversations to bring attention to The Signal news and events.
- Work with editor to respond appropriately to article comments posted online.
- Write blog entries on The Signal's website about miscellaneous news and events on campus.
- Create flyers to post around the UHCL campus to promote The Signal.
- Turns in a weekly beat report for assigned beat. (Due on Mondays by noon)

### **COPY EDITING**

Staff members serve as copy editors during class on production weeks.

- Proofread all copy to make sure stories adhere to The Signal and AP guidelines for style, grammar, structure and accuracy.
- Write headlines, cutlines and teasers.
- Assist with production of The Signal with other duties as assigned if needed on production night.