

EDITOR

THE EDITORIAL TEAM

Requirements and Qualifications

- » Part-time or full-time enrollment at the University of Minnesota, Duluth for the current semester.
- » Ability to show professionalism in a newsroom environment.
- » Familiarity with journalistic ethics and content management.
- » Ability to work to deadlines and review/edit content on a weekly basis.
- » Exceptional ability in copywriting and editing.
- » Working knowledge of online platforms like Squarespace and Google Drive.
- » Abilities in planning and coordinating people and operations.
- » Excellent organizational and leadership skills.
- » Must possess outstanding interpersonal skills, be reliable and efficient and have attention to detail.

Responsibilities

- » Directly reports to the Editor-in-Chief and works closely with all Editors and other Reporters as a member of the Editorial Team. Works closely with the Art Team.
- » Prepares, rewrites and edits copy to improve readability, or coaches others who do this work.
- » Reads copy to detect and correct errors in spelling, punctuation and syntax.
- » Helps plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- » Verifies facts, dates, statistics and links using standard reference sources.
- » Develops story or content ideas, considering reader or audience appeal.
- » Actively participates in weekly budget meetings.
- » Makes time to Table for The Bark for a minimum of one hour per month.
- » Expected to respond to other team members in a timely manner.