

THE LINFIELD REVIEW

2012-2013 Editor-in-Chief Application

Application Instruction

1. Read the attached job description to be sure you meet the minimum qualifications.
2. This paper part of the application needs to be submitted in hard copy to the Review office. The supplement questions part must be submitted via e-mail either in PDF or Microsoft Word format.
3. Complete the application form and answer the supplemental questions.
4. Include no more than five samples of your published work; these should reflect the quality and breadth of your writing skills.
5. Attach your résumé and letters of recommendations with this application.
6. Application deadline is 5 p.m., Friday, April 6, 2012 to the Review office, Renshaw 102B.
7. Interviews will be conducted shortly after.
8. Questions regarding TLR can be directed to Joanna Peterson, managing editor, at linfieldreviewmanaging@gmail.com

Mailing address

**900 SE Baker St.
Unit #A518
McMinnville, OR 97128**

Physical address

**Renshaw Hall
Room 102B**

Phone

503.883.5789

Web

linfieldreview.com

Office hours

**Tuesday, Thursday:
11 a.m.-12:30 p.m.**

Friday:

8:30-10:30 a.m.

General Information

The Linfield Review is searching for an energetic and trend-setting editor to lead its newsroom in the 2012-13 academic year.

All Linfield students enrolled for the 2021-13 academic year are eligible to apply. The successful applicant will have a demonstrated record of achievement in academic and non-academic aspects of student life and will have some background in the essential skills required for weekly newsgathering and publication as well as a commitment to and passion for excellent journalism.

Previous TLR experience is a plus, but it is not a requirement. Leadership and workplace experience are equally important. A well-articulated vision for TLR's future is essential. The successful applicant will be the critical player in TLR's transformation from a traditional print newspaper to a fully realized, digitally savvy, multiplatform news and information organization. The editor-in-chief's legacy will be a newsroom positioned to serve aspiring journalists for generations to come.

Mailing address

**900 SE Baker St.
Unit #A518
McMinnville, OR 97128**

Physical address

**Renshaw Hall
Room 102B**

Phone

503.883.5789

Web

linfieldreview.com

Office hours

Monday

10:30 a.m. - 12:30 p.m.

Tuesday

2:30 p.m. - 3 p.m.

THE LINFIELD REVIEW

McMinnville, Oregon

Mailing address

900 SE Baker St.
Unit #A518
McMinnville, OR 97128

Physical address

Renshaw Hall
Room 102B

Phone

503.883.5789

Web

linfieldreview.com

Office hours

Monday
10:30 a.m. - 12:30 p.m.
Tuesday
2:30 p.m. - 3 p.m.

Term of Office & General duties

The editor-in-chief's term of office starts May 1, 2012, and continues to May 2013. The term is preceded by an orientation period that begins in April after hiring and extends to May 1. During the orientation period, the editor-in-chief begins hiring the 2012-13 staff.

TLR editor is responsible for all editorial content operations of TLR newspaper and its related online sites. The editor-in-chief is responsible for hiring, training and deploying the news staff to meet the organization's editorial objectives. The editor-in-chief is responsible for managing and meeting the newsroom's budget. The editor-in-chief is the public face of all editorial decisions and content.

The editor-in-chief is the newsroom's representative to college faculty, staff and administration and to the student community. The editor-in-chief articulates newsroom vision and values and establishes content goals for the year. The editor-in-chief shall foster an atmosphere of acceptance and diversity among personnel.

The editor-in-chief reports to the ASLC Communications Board, but the editor-in-chief is the sole decision maker on all issues of editorial content for TLR and its related online sites.

THE LINFIELD REVIEW

McMinnville, Oregon

Specific duties

1. The editor-in-chief is responsible for producing high-quality editorial content for a newspaper published Mondays during the Fall and Spring semesters. The editor is responsible for producing content for the related online sites, including re-purposed print content as well as timely updates or breaking news or sports information.

2. The editor-in-chief is responsible for hiring an editorial staff, training that staff as necessary and deploying the staff in such a way as to meet the organization's editorial objectives. The editor is a teacher, coach and mentor to students who seriously desire to improve their professional skills by working for TLR. The editor is an advocated for and architect of a diverse newsroom workforce.

3. The editor-in-chief will work to develop a fresh online and mobile strategy and will be responsible for its implementation.

4. The editor-in-chief works to establish deadlines, ensure the smooth flow of content and handle the day-to-day decisions necessary to produce quality print and online publications.

5. The editor-in-chief works to develop an operating budget for the newsroom and then is expected to meet that budget by controlling expenses, including payroll.

6. The editor-in-chief is responsible for supervising the use of all newsroom electronic and photo equipment and is a responsible steward of all TLR assets.

7. The editor-in-chief attends all meeting of the ASLC Communications Board and is responsible for delivering to the board a monthly report of newsroom activities.

8. In addition to acceptance of and familiarity with the organization's mission and goals, the editor-in-chief must abide by established TLR policies and procedures, must comply with all applicable laws and regulations and must have a working knowledge of applicable legal issues.

9. The editor-in-chief will establish and maintain regular office hours and will be responsible for attending regularly scheduled meetings set by the board.

Mailing address

900 SE Baker St.

Unit #A518

McMinnville, OR 97128

Physical address

Renshaw Hall

Room 102B

Phone

503.883.5789

Web

linfieldreview.com

Office hours

Monday

10:30 a.m. - 12:30 p.m.

Tuesday

2:30 p.m. - 3 p.m.

Quantifications

1. The editor-in-chief will have substantial background in the practice of journalism, possibly including leadership experience on a high school or college newspaper and/or yearbook.

Successful completion of basic journalism skills courses is desirable.

2. The editor-in-chief should have a basic understanding of how college students access news and information as well as an understanding of students' information needs and interests.

3. Background in digital delivery of news and information through online, mobile or other digital media is desirable. Familiarity with common social networking sites and systems such as Facebook, MySpace and Twitter is expected.

4. The editor-in-chief must demonstrate strong writing skills.

Familiarity with art, design and Web site development is desirable.

5. The editor-in-chief position is a full-time job, and applicants are expected to manage that job as well as the required academic workload.

**THE LINFIELD
REVIEW**
McMinnville, Oregon

Mailing address

**900 SE Baker St.
Unit #A518
McMinnville, OR 97128**

Physical address

**Renshaw Hall
Room 102B**

Phone

503.883.5789

Web

linfieldreview.com

Office hours

Monday

10:30 a.m. - 12:30 p.m.

Tuesday

2:30 p.m. - 3 p.m.

Compensation

The editor-in-chief receives a monthly stipend, paid once during the Fall and Spring semesters.

THE LINFIELD REVIEW

McMinnville, Oregon

Mailing address

900 SE Baker St.

Unit #A518

McMinnville, OR 97128

Physical address

Renshaw Hall

Room 102B

Phone

503.883.5789

Web

linfieldreview.com

Office hours

Monday

10:30 a.m. - 12:30 p.m.

Tuesday

2:30 p.m. - 3 p.m.

NAME: _____

LOCAL ADDRESS: _____

LOCAL PHONE: _____

HOME ADDRESS: _____

HOME PHONE: _____

E-MAIL ADDRESS: _____

PERSONAL WEB SITE: _____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT ADDRESS: _____

EMERGENCY CONTACT PHONE: _____

EXPECTED GRADUATION DATE: _____

MAJOR(S)/MINOR(S): _____

The Linfield Review is an equal opportunity employer and is committed to a culturally diverse workplace. All qualified applicants are encouraged to apply.

I warrant that all information contained herein is truthful and complete to the best of my knowledge.

SIGNATURE: _____

Supplemental Questions

1. What skills and experience qualify you for this position?
2. Critique TLR as a newsgathering organization.
3. Describe your understanding of TLR's production process.
4. The editor-in-chief's term is one year. Given current industry trends, what would your five-year plan be for TLR, including yours as the first?
5. How would you prioritize campus news, off-campus news, sports, editorial page, culture and features? Explain your reasoning.
6. Discuss your vision of the interaction and integration of the print and online products.
7. Describe how would you recruit and organize your staff, paying particular attention to how day-to-day decisions would be made.
8. How would you train and support staff to advance and continue to grow as journalists?
9. If a staff member struggles to fulfill his or her duties, what steps would you take to solve the problem?
10. How do you define TLR's audience, and what do you propose to do to build readership?
11. How do you see your role as editor-in-chief in relation to the financial stability of the newspaper?
12. What is your understanding of the editor/adviser relationship? How about the Review/ASLC relationship?
13. How do you define the Review's independence?
14. How would you as editor-in-chief handle legal situations, including libel or defamation?