

Organization of The Linfield Review

REVIEW STIPEND POSITIONS

Editor-in-chief
Managing editor
News editor
Sports editor
Culture editor
Opinion editor
Features editor
Copy chief
Copy editors
Photo editor
Online editor
Graphics/ads designer
Senior reporters
Senior photographers
Business manager

JOB DESCRIPTIONS AND TIME COMMITMENT

All position holders will be present during editorial staff meetings Friday afternoons and during the weekly full staff meetings, along with any other required meetings with staff or editors.*

Editor-in-chief: The editor-in-chief of The Linfield Review will act as the official representative of the Review to Linfield College, the Associated Students of Linfield College, the Mass Communication Department and the community. He/she will have final authority in decisions of staff hiring and firing. He/she will have final authority upon consultation with The Linfield Review adviser and ASLC Vice President of Business and Finance to enter into contracts for The Linfield Review. He/she will monitor and have final responsibility for the editorial content of each week's issue of The Linfield Review. He/she will be responsible for formulating and operating within an annual budget as instructed in the ASLC Bylaws. He/she will represent The Linfield Review on the Linfield Communications Board and carry out the duties assigned to the board by the ASLC Bylaws. He/she will conduct weekly editorial staff meetings Friday afternoons and be present at the weekly full staff meeting scheduled in conjunction with the Newspaper Practices class. He/she will be present Thursday nights during production beginning at 4 p.m. and continuing to completion of that week's issue and then ensure the delivery of the paper to the printer. He/she will also assist the managing editor and section editors as needed during weekly production. Other duties may vary.

-Stipend: \$165/month (eight months)**

Managing editor: The managing editor will be primarily responsible for organizing and managing the newsroom Thursday nights during production. He/she will work with section editors to coordinate layout of the pages and the work of individual reporters. He/she will run the planning portion of the weekly editorial staff meetings. He/she will supervise and assist the copy chief and copy editors in proofing stories. He/she will be present and responsible for the newsroom Wednesday evenings between 5 and 7 p.m. for assisting reporters and in layout by section editors. He/she will be present Thursday nights from 4 p.m. until production is completed. Other duties may vary.

-Stipend: \$155/month (eight months)**

News editor: The news editor is responsible for the weekly production of the News section. He/she will formulate story ideas for the News section and assign stories to reporters each week. He/she will read and copy all stories before passing them on to the copy editors and then turn stories back to reporters for correction upon completion of the editing by the copy editors. He/she will be present for at least one hour Wednesday evening between 5 and 7 p.m. during which time he/she can work on layout or reporting and assist reporters. A general draft of front page layout will be due before 7 p.m. Wednesday night to review with the managing editor and editor-in-chief. It will be the primary responsibility of the news editor to report all stories that he/she is unable to assign to reporters. He/she will work in conjunction with the managing editor and editor-in-chief to ensure the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until the News section is completed. He/she will be responsible for finding News reporters. Other duties may vary.

-Stipend: \$125/month (eight months)**

Sports editor: The sports editor is responsible for the weekly production of the Sports section. He/she will formulate story ideas for the Sports section and assign stories to reporters each week. He/she will read and copy all stories before passing them on to the copy editors and then turn stories back to reporters for correction upon completion of the editing by the copy editors. He/she will be present for at least one hour Wednesday evening between 5 and 7 p.m. during which time he/she can work on layout or reporting and assist reporters. A general draft of back page layout will be due before 7 p.m. Wednesday night to review with the managing editor and editor-in-chief. It will be the primary responsibility of the sports editor to report all stories that he/she is unable to assign to reporters. He/she will work in conjunction with the managing editor and editor-in-chief to ensure the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until the Sports section is completed. He/she will be responsible for finding Sports reporters. Other duties may vary.

-Stipend: \$125/month (eight months)**

Culture editor: The culture editor is responsible for the weekly production of the Culture section. He/she will formulate story ideas for the Culture section and assign stories to reporters each week. He/she will read and copy all stories before passing them on to the copy editors and then turn stories back to reporters for correction upon completion of the editing by the copy editors. He/she will be present for at least one hour Wednesday evening between 5 and 7 p.m. during which time he/she can work on layout or reporting and assist reporters. It will be the primary responsibility of the culture editor to report all stories that he/she is unable to assign to reporters. He/she will work in conjunction with the managing editor and editor-in-chief to ensure

the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until the Culture section is completed, which includes the Entertainment page. He/she will be responsible for finding Culture reporters. He/she will find appropriate Personality of the Week candidates. Other duties may vary.

-Stipend: \$100/month (eight months)**

Opinion editor: The opinion editor is responsible for the weekly production of the Opinion section. He/she will formulate story ideas for the Opinion section and assign stories to reporters each week. He/she will read and copy all stories before passing them on to the copy editors and then turn stories back to reporters for correction upon completion of the editing by the copy editors. He/she will be present for at least one hour Wednesday evening between 5 and 7 p.m. during which time he/she can work on layout or reporting and assist reporters. He/she will be responsible for writing the editorial every week. The editor-in-chief will be the final arbiter should a majority consensus not be reached. He/she will run the editorial board meetings, which will be used to generate editorial content and stance. A general draft of the editorial will be due before 5 p.m. Tuesday to be distributed among the editorial board members for review. It will be the primary responsibility of the opinion editor to report all stories that he/she is unable to assign to reporters. He/she will work in conjunction with the managing editor and editor-in-chief to ensure the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until the Opinion section is completed. He/she will be responsible for finding opinion reporters, including securing columnists and illustrators. He/she will assign columns at least two weeks in advance and maintain adequate columns on reserve for use at a later date. Other duties may vary.

-Stipend: \$100/month (eight months)**

Features editor: The features editor is responsible for the weekly production of the Features section. He/she will formulate story ideas for the Features section and assign stories to reporters each week. He/she will assign Features stories two weeks in advance to allow for graphic and photograph decisions and layout manipulation. He/she will read and copy all stories before passing them on to the copy editors and then turn stories back to reporters for correction upon completion of the editing by the copy editors. A general draft of the double truck layout will be due before 7 p.m. Wednesday night to review with the managing editor and editor-in-chief. He/she will be present for at least one hour Wednesday evening between 5 and 7 p.m. during which time he/she can work on layout or reporting and assist reporters. It will be the primary responsibility of the features editor to report all stories that he/she is unable to assign to reporters. He/she will work in conjunction with the managing editor and editor-in-chief to ensure the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until the Features section is completed. He/she will be responsible for finding Features reporters. Other duties may vary.

-Stipend: \$125/month (eight months)**

Copy chief: The copy chief is responsible for finalizing all layout designs and proofing all stories, captions, headlines and display text before the copy reaches the editor-in-chief. He/she will work with the copy editors, managing editor and section editors to best paginate each section. He/she will become familiar with Associated Press style and Review style for editing purposes. He/she will be responsible for editing all breaking news stories before online

publication. He/she will be responsible for compiling critiques for reporters and editors and will report them during the regular staff meeting. He/she will read and critique the paper after publication and turn in a corrected copy to the editor-in-chief. He/she will be present Wednesday nights from 5 p.m. until all copy editing is done. He/she will work in conjunction with the managing editor and editor-in-chief to ensure the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until all second drafts have been returned to the section editors and after checking out with the managing editor. He/she will be responsible for finding copy editors. Other duties may vary.

-Stipend: \$125/month (eight months)**

Copy editors: The copy editor is responsible for editing all layout designs and proofing all stories, captions, headlines and display text before the copy reaches the copy chief. He/she will become familiar with Associated Press style and Review style for editing purposes. He/she will be responsible for editing all breaking news stories before online publication. He/she will be responsible for compiling critiques for reporters and editors and turning in a report to the copy chief. He/she will read and critique the paper after publication and turn in a corrected copy to the copy chief. He/she will be present Wednesday nights from 5 p.m. until all copy editing is done. He/she will work in conjunction with the managing editor and editor-in-chief to ensure the quality and integrity of the contents of the publication. He/she will be present Thursday nights for production from 4 p.m. until all second drafts have been turned into the copy chief and after checking out with the copy chief. Other duties may vary.

-Stipend: \$100/month (eight months)**

Photo editor: The photo editor is responsible for the photo content of each issue. He/she will receive photo requests from the section editors at the Friday afternoon editorial staff meeting and then assign photographers to take the photos at various campus events. He/she will collect all photographs. He/she is responsible for taking all photos not assigned to a staff or freelance photographer. He/she scans/downloads all photos in the computer and digitally manipulates them to ensure reproductive quality. He/she crops and sizes all photos to meet the specifications of what is needed by the section editors for layout. He/she will be present Thursday nights from 4 p.m. until all photos have been scanned, cropped and printed. Other duties may vary.

-Stipend: \$70/month (eight months)**

Online editor: The online editor is responsible for coordinating proper editorial coverage on the newspaper's Web site, www.linfieldreview.com. He/she will be responsible for uploading content every Friday by a time determined by the editor-in-chief. He/she will be responsible for uploading breaking news during the week. He/she will work with the editor-in-chief to implement new media tools and online advancements. He/she will monitor comments on online stories, reporting any issues of major significance to the editor-in-chief. He/she will be responsible for maintaining the Web site, including renewing the domain name and correcting any errors that affect usability. He/she will place ads on the Web site in conjunction with the business manager. Other duties may vary.

-Stipend: \$20/month (eight months)**

Graphics/ads designer: The graphics/ads designer is responsible for creating graphics for the newspaper and creating/designing/completing advertisements for the newspaper. He/she will be

responsible for all ad creations, including ensuring editorial correctness. He/she will create houses ads when necessary. He/she will design graphical elements for section desks when needed, including graphic-intensive features pages. He/she will complete all graphics before Thursday night production, if possible. He/she will be present Thursday nights from 4 p.m. until all graphical elements have been taken care of, including ad placement. Other duties may vary.

-Stipend: \$50/month (eight months)**

Senior reporters: The senior reporter is responsible for advanced reporting and editorial decision-making for his/her desk. He/she will have seniority for story assignments for his/her editorial desk. He/she will still be responsible for all normal writing assignments, along with extra writing and editorial work when needed. He/she will provide mentorship for new reporters when needed. Other duties may vary.

-Stipend: \$20/month (eight months)**

Senior photographers: The senior photographer is responsible for advanced photography and editorial decision-making for his/her desk. He/she will have seniority for photo assignments for his/her desk. He/she will still be responsible for all normal photo assignments, along with extra writing and editorial work when needed. He/she will provide mentorship for new photographers when needed. Other duties may vary.

-Stipend: \$20/month (eight months)**

Business manager: The business manager is responsible for the business aspect of the Review. He/she will be responsible for maintaining the annual budget, with direct supervision from the editor-in-chief. He/she will be responsible for soliciting businesses for ads to accrue revenue for the Review. He/she will be responsible for maintaining accurate records for clients. He/she will deal with all reimbursements/stipend payments for staff members. He/she will be responsible for securing dinner for Thursday night production. He/she will have discretion over ad rates, with approval from the editor-in-chief, and can offer discounts and reductions when prudent. He/she shall be responsible for recruiting ad executives, whom he/she will be responsible for training and managing. He/she will be present at all matters involving the Review budget, along with the editor-in-chief, including ASLC, Linfield College and community transactions. Other duties may vary.

-Stipend: \$40/month (plus 7 percent commission on ad sales) (eight months)**

*Other duties may be assigned by the editor-in-chief or managing editor if need arises. Such duties will not greatly exceed what is already expected of individual staff members (e.g. paying for ACP trip out of pocket without reimbursement).

** Stipends are set by the editor-in-chief with the approval of the Communications Board and paid once a semester.