**Editor-in-Chief**

The editor of The Lariat oversees all newsroom operations and is the chief representative of the newspaper to our readers. He or she manages the overall editorial direction of the paper, working closely with the city editor and section editors to provide thorough, responsible, ethical journalism to our readers. The editor is the team leader, casting the vision for Lariat coverage and setting measurable goals to fulfill that vision. He or she will meet regularly with section editors to assess progress toward those goals and brainstorm ways to improve content. He or she must develop and maintain a culture of communication among staff members. One of the most important responsibilities of the editor is to lead the Lariat in its transition to a Web-first publication and ensure the incorporation of multimedia and social media into the Lariat’s daily coverage. He or she spearheads one special section each semester. The editor-in-chief serves as the opinion page editor and is the chairman of the editorial board.

Duties:

* Runs daily budget meetings
* Runs weekly editorial board meeting
* Designs and manages content for the opinion page
* Monitors the Lariat and Lariat Letters email accounts and makes decisions regarding letters to the editor
* Ensures corrections are published to the Web and on the opinion page
* Oversees the newsroom’s social media efforts
* Assists in news coverage and production as necessary
* Writes weekly editorials
* Enforces goals and deadlines
* Reviews each day’s newspaper and gives feedback to staff

**City Editor**

The city editor is second in command in the newsroom. He or she directs the daily news coverage and oversees the staff writers and lab reporters. The city editor works closely with photo and multimedia editors to coordinate coverage, and with the Web editor and news editor in regard to online and print publication. The city editor must have exceptional communication skills, be highly organized and have the ability to coach writers on news writing as well as how to cover a beat and generate story ideas. The city editor is a member of the editorial board.

Duties:

* Communicates daily with staff writers and lab reporters regarding news coverage and long-term projects
* Assembles the daily news budget
* Assigns stories, photos and multimedia
* Edits staff writer and reporter stories for content, grammar and Associated Press style
* Assists in news coverage and production as necessary
* Posts daily to the Lariat’s social media accounts
* Monitors the Lariat email account
* Monitors the wire services and assigns localized stories as necessary
* Writes weekly editorials
* Enforces goals and deadlines

**Assistant City Editor**

The assistant city editor works with the city editor to direct daily news coverage. He or she helps oversee the staff writers and lab reporters, primarily focusing on the lab reporters. The assistant city editor serves as acting city editor in the event that the city editor is unavailable.

Duties:

* Communicates daily with staff writers and lab reporters regarding news coverage and long-term projects
* Assigns stories, photos and multimedia
* Edits staff writer and reporter stories for content, grammar and Associated Press style
* Assists in news coverage and production as necessary
* Posts daily to the Lariat’s social media accounts
* Monitors the Lariat email account
* Monitors the wire services and assigns localized stories as necessary
* Adds wire stories to the daily news budget
* Maintains the standing calendar of Bear Briefs
* Enforces goals and deadlines

**News Editor**

The news editor is in charge of the newsroom during the night shift. Possessing a strong grasp of news values, he or she will make decisions – in conjunction with other editors – regarding story placement. The news editor must be a meticulous editor and have a keen eye for design. As this person is responsible for designing the front page of The Lariat each night, the news editor must have a thorough understanding of the power of design in driving readership. He or she will direct late-breaking news coverage as necessary. The news editor is a member of the editorial board.

Duties:

* Attends late budget daily
* Designs the front page and other pages as necessary
* Edits front-page stories for content, grammar and Associated Press style
* Directs late-breaking coverage
* Assists in news coverage as necessary
* Writes weekly editorials

**Copy Desk Chief**

The copy desk chief is second in command at night. He or she oversees the copy editors, edits stories and proofreads all pages. This position requires meticulous editing skills and the ability to manage page flow so that printer deadlines are met. The copy desk chief coaches copy editors on editing, design and headline writing. This person serves as the nightly liaison between the newsroom and The Austin American-Statesman, which prints The Lariat. The copy desk chief is a member of the editorial board.

Duties:

* Proofreads all pages
* Designs pages as necessary
* Monitors wire services, local news sites, social media for late-breaking news
* Creates PDFs of all pages for the printer and all-color PDFs for the Web
* Creates hyperlinks document for the Web editor
* Uploads pages for The Austin American-Statesman
* Ensures page deadlines are met and the entire paper is uploaded by 11 p.m.
* Uploads PDFs to the Baylor University Digital Libraries folder
* Writes weekly editorials

**Sports Editor**

The sports editor directs daily coverage of Baylor sports. He or she must ensure a breadth of coverage that exceeds the traditional game previews and recaps. This includes features, analysis and in-depth coverage of issues affecting college athletics. The sports editor works closely with photo and multimedia editors to coordinate coverage, and with the Web editor and news editor in regard to online and print publication. The sports editor must have exceptional communication skills, be highly organized and demonstrate strong writing and editing abilities. He or she will also report on Baylor sports and design the sports page each night. The sports editor is responsible for the weekly sports podcast, Don’t Feed the Bears, and oversees social media for Lariat sports. The sports editor will post sports coverage online in the event that the Web editor and assistant Web editor are unavailable.

Duties:

* Communicates daily with sports writers and lab reporters regarding coverage
* Assembles the daily sports budget
* Attends late budget
* Assigns stories, photos and multimedia
* Edits sports writer and reporter stories for content, grammar and Associated Press style
* Assists in sports coverage
* Designs the sports page daily
* Coordinates the sports podcast, Don’t Feed the Bears
* Posts daily to the Lariat’s sports social media accounts
* Enforces goals and deadlines

**A&E Editor**

The arts and entertainment editor directs daily A&E coverage and oversees the A&E lab reporters. He or she must ensure a diversity of coverage that does not center on a select few topics that interest only a segment of The Lariat readership. Coverage will include news, features and reviews on A&E topics that include but are not limited to: movies, television, culture, books, music, fashion, art, lifestyles and hobbies. The A&E editor writes for the section, edits reporter copy and designs the page each day. The A&E editor is a member of the Lariat editorial board.

Duties:

* Communicates daily with lab reporters regarding A&E coverage
* Assembles the daily A&E budget
* Attends early budget
* Edits stories for content, grammar and Associated Press style
* Assists in A&E coverage
* Assigns stories, photos and multimedia
* Maintains a standing A&E calendar
* Designs the daily A&E page
* Writes weekly editorials
* Enforces goals and deadlines

**Photo Editor**

The photo editor is responsible for leading the photography staff in providing quality photojournalism for The Lariat. He or she will manage photo assignments and scheduling for the photographers. The photo editor must be highly organized and excel in communications, as he or she will work closely with the city editor, sports editor, A&E editor, Web editor and broadcast and multimedia producers to supply visual content for The Lariat. The photo editor will ensure that photographers are shooting wild art, news photos, video and photo stories. The photo editor must have demonstrated proficiency in photography and Photoshop and strong leadership skills. The photo editor will train the photo staff in technique and software. He or she must possess a sense of urgency and be able to quickly organize coverage for breaking news.

Duties:

* Communicates daily with section editors regarding coverage
* Manages photographer schedules
* Ensures all photo assignments are completed by deadline
* Photographs daily wild art as well as video and assignments
* Is responsible for one photo story per semester
* Is responsible for one team multimedia project per semester
* Compiles photo slideshows for Facebook and baylorlariat.com
* Ensures photos from weekend coverage are posted online immediately
* Creates infographics as necessary
* Enforces goals and deadlines

**Web and Social Media Editor**

The Web and social media editor is responsible for getting up-to-the-minute news to our online readers via the Lariat website and social media. This requires working closely with section editors to monitor the day’s news and posting stories regularly throughout the day. The editor will manage the Lariat’s various social media accounts, in cooperation with section editors, and will also create interactive graphics to supplement our coverage. He or she will regularly examine analytics to determine the effectiveness of the Lariat’s online tools. He or she must be innovative, brainstorming ways to improve baylorlariat.com and increase readership.

The Web and social media editor will monitor the wire services, local news sites and social media feeds for story ideas and for news of interest to Lariat readers. The editor must understand news values and be able to display stories on the website according to newsworthiness. The Web editor must have an understanding of search engine optimization, HTML, WordPress and possess/be willing to learn the skills for producing interactive graphics.

This position oversees the assistant Web editor.

Duties:

* Attends daily budget meeting
* Posts news content online throughout the day and on weekends
* Manages the Lariat social media accounts
* Rewrites headlines for search engine optimization as necessary
* Designs online special sections along with assistant Web editor
* Creates interactive graphics
* Evaluates analytics to improve the Lariat’s online presence

**Assistant Web Editor**

The assistant Web editor uploads the day’s paper to the website each night and sends the Lariat Daily Headlines to our subscribers. He or she is also responsible for posting content when the Web and social media editor is unavailable.

Duties:

* Attends daily budget meeting
* Posts news content online throughout the day
* Inserts hyperlinks into stories
* Rewrites headlines for search engine optimization as necessary
* Uploads paper to the website each night
* Sends Lariat Daily Headlines to subscribers
* Designs online special sections
* Creates interactive graphics

**Videographer**

The videographer creates feature videos for the website, both in coordination with and independently of other coverage. The videographer will shoot footage, conduct interviews and produce videos that enhance The Lariat’s print coverage. He or she will produce at least one video project every week. As necessary, the videographer will help train the staff on how to capture and edit video.

Duties:

* Attends Monday budget meeting
* Executes at least one video project every week
* Shoots video as necessary for broadcast news producers
* Trains staff members on video production as needed
* Assists photo desk with their video projects

**Copy Editor**

The copy editor plays a vital role in ensuring accuracy in Lariat coverage. He or she must be proficient in InDesign as well as grammar, spelling and AP style. The copy editor is responsible for editing news copy and designing news pages each night.

Duties:

* Edits news copy for accuracy, spelling, grammar and AP style
* Designs news pages
* Designs and edits Lariat Daily Headlines newsletter each night

**Cartoonist**

The Lariat cartoonist must be witty and have strong artistic sensibilities. He or she must be able to convey an editorial message clearly through drawing or through graphic art. The cartoonist may be called upon to provide illustrations as necessary. The cartoonist is a member of the Lariat editorial board.

Duties:

* Attends weekly editorial board meetings
* Draws daily editorial cartoon
* Provides illustrations (through drawing or graphic design) as necessary.

**Photographer**

Lariat photographers must understand news values and the difference between snapping pictures and being a photojournalist. Lariat photographers are photojournalists who report news in a visually compelling way. Photographers must possess a sense of urgency and be ready to cover breaking news with little notice. They must have an eye for composition and be proficient with camera equipment and Photoshop. Photographers are responsible for taking daily wild art in addition to regular assignments, and they will be required to supply video for the broadcast news producers as necessary. They will produce one photo story and one team multimedia project per semester.

Duties:

* Shoots daily wild art, assignments and video
* Completes all photo assignments by deadline
* Produces one photo story per semester
* Ensures photos from weekend coverage are posted online immediately

**Staff Writer/Sports Writer**

Lariat staff writers and sports writers must have a solid understanding of news values and the ability to write accurately on deadline. They must be well-versed in news writing and feature writing skills and have a strong command of grammar, spelling and AP style. Writers must have good interpersonal skills.

Duties:

* Covers a beat
* Provides a weekly budget to their respective editors each Monday
* Writes at least one news/sports story per day
* Writes news, feature and in-depth stories
* Provides news for baylorlariat.com in a timely manner
* Is in constant communication with their respective editors regarding daily coverage and upcoming projects

**Broadcast News Producer/Assistant Broadcast News Producer**

The broadcast producer oversees the assistant broadcast producer, both of whom will be responsible for covering campus and local news. The broadcast producers will report, film and edit projects both independently and jointly. Must be proficient in Final Cut Pro or Adobe Premiere.

Duties:

* (Broadcast news producer only) Attends Monday budget meetings
* Reports on campus news each week
* Conducts interviews on camera
* Shoots video and does standups
* Edits footage and prepares for Web