

News & Culture Positions

- ❖ Culture Assistant Editor
- ❖ Chief Editor of News
- ❖ Blog Content Contributor
- ❖ News Reporter

Culture Assistant Editor

Reports To: News & Culture Director

Position Requirements:

- ❖ Coordinates with the News & Culture Director and various departments
- ❖ Edits and submits blog posts from the Community Relations, Sports and Music departments on on-call days
- ❖ Responsible for Culture submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading
- ❖ Writing for Mass Media (MC1313) experience is preferred
- ❖ AP style knowledge is preferred
- ❖ Flexible schedule, primarily remote
- ❖ Performs other duties as assigned
- ❖ Provide feedback to team of Blog Content Contributors

Skills:

- ❖ Ability to listen, write, and speak effectively
- ❖ Ability to proofread written copy for AP Style and PUG errors
- ❖ Ability to learn new applications, such as WordPress
- ❖ Highly motivated self-starter who takes initiative with minimal supervision
- ❖ Computer-literate performer
- ❖ Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- ❖ Ability to plan, organize, and implement tasks within an allotted timeframe
- ❖ Dependable, responsible contributor committed to excellence and success

Notation:

S = Supervisory Role

B = Blogger

C = Content Management

V= Volunteer Position

Chief Editor of News

Reports To: News & Culture Director

Position Requirements:

- ❖ Coordinates with the News & Culture Director and various departments
- ❖ Edits and submits blog posts from the Community Relations, Sports and Music departments on on-call days
- ❖ Responsible for News submissions for the department, ensuring accuracy and consistency in writing, editing and proofreading
- ❖ Able to produce timely content in the span of 3-5 days
- ❖ Responsible for hosting weekly or biweekly newscasts and writing newscasts scripts
- ❖ Writing for Mass Media (MC1313) experience is preferred
- ❖ AP style knowledge is preferred
- ❖ Adobe Audition or other audio editing applications knowledge is preferred
- ❖ Flexible schedule, primarily remote unless office hours are needed
- ❖ Performs other duties as assigned
- ❖ Provide feedback to team of reporters

Skills:

- ❖ Ability to listen, interview, write, and speak effectively
- ❖ Ability to proofread written copy for AP Style and PUG errors
- ❖ Ability to learn new applications, such as WordPress and Adobe Audition
- ❖ Highly motivated self-starter who takes initiative with minimal supervision
- ❖ Computer-literate performer
- ❖ Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- ❖ Ability to plan, organize, and implement tasks within an allotted timeframe
- ❖ Dependable, responsible contributor committed to excellence and success
- ❖ Ability to work in a fast-paced environment

Notation:

S = Supervisory Role

B = Blogger

C = Content Management

V= Volunteer Position

O= On-Air Reporter

Blog Content Contributor

Reports To: Culture Assistant Editor

Position Requirements:

- ❖ Creates, writes, edits and submits unique blog posts as assigned
- ❖ Creates posts and articles that reflect KTSW's brand
- ❖ Responsible for Culture submissions for the department, ensuring accuracy and consistency in writing
- ❖ Flexible Schedule, primarily remote
- ❖ Write or willingness to learn to write in AP style
- ❖ Performs other duties as assigned

Skills:

- ❖ Ability to listen, write, and speak effectively
- ❖ Highly motivated self-starter who takes initiative with minimal supervision
- ❖ Computer-literate performer
- ❖ Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- ❖ Ability to plan, organize, and implement tasks within an allotted timeframe
- ❖ Dependable, responsible contributor committed to excellence and success

Notation:

B = Blogger

V= Volunteer Position

News Reporter

Reports To: Chief Editor of News

Position Requirements:

- ❖ Creates, writes, edits and submits unique blog posts as assigned
- ❖ Creates posts and articles that reflect KTSW's brand
- ❖ Responsible for News submissions for the department, ensuring accuracy and consistency in writing
- ❖ Able to produce timely content in the span of 3-5 days
- ❖ Responsible for reporting on weekly newscasts and writing newscast scripts
- ❖ AP style knowledge is preferred
- ❖ Adobe Audition knowledge or audio editing skills preferred
- ❖ Experience in newswriting, whether in classes or organizations, is preferred
- ❖ Flexible Schedule, primarily remote unless needed
- ❖ Write or willingness to learn to write in AP style
- ❖ Performs other duties as assigned

Skills:

- ❖ Excels in interviewing and gathering sources
- ❖ Ability to listen, write, and speak effectively
- ❖ Highly motivated self-starter who takes initiative with minimal supervision
- ❖ Computer-literate performer
- ❖ Audio editing or willingness to learn audio editing
- ❖ Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- ❖ Ability to plan, organize, and implement tasks within an allotted timeframe
- ❖ Dependable, responsible contributor committed to excellence and success
- ❖ Ability to work in a fast-paced environment

Notation:

B = Blogger

V= Volunteer Position

O= On-Air Reporting