Job Descriptions

The following is a list of the job descriptions for the Daily Titan editorial staff. They are listed in order of the "chain of command" to help clarify any confusion as to who is responsible for what in producing a daily newspaper. The Daily Titan is an equal opportunity employer.

All editors must attend weekly meetings with executive editor and adviser.

Executive Editor
The executive editor is in charge of the Daily Titan. He or she is the paper's sole representative in the campus community and oversees all aspects of getting the paper out on time each day. The executive is responsible for setting all policy and has the final say on any aspect of editorial content or design.

The editor
- Is ultimately responsible for all editorial content.
- Deals with complaints about the paper.
- Is responsible for dealing with all outside agencies and individuals when they interact with editorial department.
- Oversees the production of the paper, including special packages or sections.
- Ensures that the paper is to the printers by deadline each night.
- Is a voting member on the editorial board, which determines Daily Titan editorial topics and opinions.
- Makes final decisions concerning personnel matters, including hiring and firing.
- Assists in the completion of any aspect of editorial production that requires added attention.
- Does “final reads” on pages.

Managing Editor
The managing editor is the Daily Titan’s No. 2 in command and is in charge of logistics and personnel. He or she is responsible for overseeing the day-to-day tasks of getting the paper out on time and is in charge of taking care of specifics that might arise. He or she reports to the Executive Editor to deal with any problems that may arise and deals with personnel issues that may arise. The entire staff is subordinate to his or her decisions concerning such matters. The executive editor may delegate his or her responsibilities and/or privileges to the managing editor.

The managing editor:
- Along with the news editors, oversees operations to ensure the Daily Titan is running in the most efficient manner possible and makes deadline. He or she is also responsible
for documenting all failures to meet deadlines and resolving problems regarding making
deadline.

- Is the liaison between editors, as well as between reporters and the executive editor,
  when problems arise.

- Serves as a "writing coach" for the reporters, helping the reporters craft their stories
  and assisting with photo and graphic ideas, making sure reporter is "staying on top" of
  the story and assisting along the way whenever possible.

- Helps other editors as needed. For instance, if there are eight stories to be copy read
  and only one copy editor is present, he or she will be asked to do some copy reads to help
  speed up production.

- Is a voting member of the editorial board.

Opinion Editor
The opinion editor is responsible for the Daily Titan’s Opinion Page.

The opinion editor

- Is a voting member of the editorial board.
- Makes sure there are enough opinion columns and/or letters to the editor to fill the
  page.
- Edits copy for the page.
- Lays out the Opinion Page.
- Writes and makes sure someone else writes an editorial for each opinion page is
  published.
- Ensures articles on the columns page present their arguments in a rational manner.
- Finds sources of political cartoons and works with the cartoonists.

News Editor
The news editor is responsible for the stories in the main-news section of the Daily Titan,
including all news and feature articles not belonging in, though possibly relating to, the
sports, opinion, features, or arts and entertainment sections. He or she is in charge of all
reporters working for the news section and coordinates the activities of those reporters.
He or she is responsible for keeping track of all city section issues and for delegating
responsibilities in that section.

The news editor:

- Is in charge of delegating tasks to the assistant news editors, including any of the
  following:

  1. Assigning and receiving stories.
  2. Editing incoming stories for content and writing style.
  3. Writing and delivering photo assignments to the photo editor.
4. Writing necessary stories when no reporter is available.

- Is a voting member of the editorial board, on the appointment of the executive editor.

**Multimedia Editor**
The multimedia editor is responsible for ensuring that multimedia packages – videos, slide shows, Podcasts etc. – are assigned and posted on the Web site in a timely manner.

The multimedia editor

- Attends weekly staff and budget meeting, looking for stories that can be presented in a multimedia format.
- Works with the Web master or others responsible to upload data the Web site to ensure everything is getting onto the Web in the right version and all the packages are complete.
- Trains reporters on how to edit sound and video and save it in the proper format.

**Assistant News Editor**
The assistant news editor works with the news editor in assigning stories and photos and determining deadlines for the news section of the Daily Titan.

The assistant news editor:

- Oversees beats, making sure the city section has a variety of hard news stories on any given news day.
- Is responsible for the regular Page 2 items, including shorter news stories, the weather report, “this week in history” and calendar items.
- Does the “first reads” with reporters.

**Production Editor for News**
The production editor is responsible for designing and laying out news pages and ensuring they are completed by deadline.

The production editor:

- Works with the photo editor in selecting photos.
- Works with the news editor(s) in selecting and prioritizing stories for the news pages.

**Copy Editors**
The copy editors are responsible for editing all news-section stories and, as needed, other sections' stories for the Daily Titan. They are responsible for maintaining the quality of stories that appear in print.

The copy editor:
● Checks all stories for errors in spelling, grammar, punctuation and Associated Press and Daily Titan style.
● Corrects factual errors.
● Edits for the clarity and preciseness.
● Writes headlines, subheads, jump lines and jump heads for all stories as indicated by the layout.
● Checks any charts, highlight boxes, campus calendars, etc. for errors.

**Photo Editor**
The photo editor is responsible for maintaining the photo department and directing photographers for the Daily Titan.
The photo editor:
● Schedules photographers’ assignments, based on photo requests from any of the section editors or reporters.
● Is responsible for maintaining a consistent availability of photographs and preventing shortages.
● Shoots assignments that cannot be given to a staff photographer.
● Is responsible for selecting photos for the paper.
● Prepares photos for the production editor.
● Makes sure the photographers provide caption information.

**Internet Editor**
The Internet editor, AKA Web master, is responsible for uploading each day’s edition onto the Daily Titan’s Web site.
The Internet editor:
● Makes sure the Web site is attractive, reader friendly and informative.
● Makes sure all links work.
● Looks for innovations to help the Web site enlarge upon and complement the print version of the newspaper.

**Arts & Entertainment Editor**
The arts & entertainment editor is responsible for all aspects of arts and entertainment coverage in the Daily Titan. He or she lays out the A&E section, and assigns and edits the section’s stories.
The arts and entertainment editor:
● Edits A&E stories.
● Takes care of photo requests.
- Writes necessary A&E stories when no reporter is available to do so.
- Maintains contacts with the entertainment industry and is responsible for remaining up to date on upcoming entertainment events that are of interest to the Cal State Fullerton community.

**Sports Editor**
The sports editor is responsible for the Sports section of the Daily Titan. He or she is required to dummy the section daily, assign stories and check on the status of those stories.

The sports editor:
- Edits both local and wire sports stories.
- Handles photo assignments to the Photo Editor
- Writes necessary sports stories when no reporter is available to do so.
- Is responsible for remaining up-to-date on sports events that are of interest to the Cal State Fullerton community.