

## ***The Cascade* Managing Editor contract**

Rate of pay: \$660 per issue

**Name:**

**Term:**

**As of Volume, issue**

### **Job Description:**

The Managing Editor works in tandem with the Executive Editor to manage staff and ensure a smooth editorial workflow. While this description attempts to outline the scope of the Managing Editor's position, ideally the Managing Editor, Creative Director, Executive Editor will work as a team to ensure *The Cascade* can achieve the goals outlined in the Cascade Journalism Society's bylaws and to work towards fostering a welcoming environment for volunteers and the UFV community.

The Managing Editor shall be responsible for providing support to the Executive Editor in respect to editorial workflow and administration, and shall be an educational resource for sectional editors and volunteers. The Managing Editor will also be responsible for internal editorial and volunteer relations. The Managing Editor shall follow the wishes of staff as expressed in staff decisions. At all times the Managing Editor shall adhere to the Cascade Journalism Society's bylaws, Code of Conduct, and other policies, and will always behave in an ethical manner as a representative of the paper.

### **Duties and Responsibilities:**

1. Assist the Executive Editor with editing duties.
2. Write copy as needed for *The Cascade*.
3. Provide support for sectional editors in conjunction with the Executive Editor.
4. Establish and maintain a schedule of features and supervise the completion of each feature in the absence of a Features Editor.
5. Solicit editors and volunteers for feature ideas, and work to ensure that there will be at least one feature per week of publication.
6. In conjunction with the Executive Editor, ensure that the tasks of any absent editor are completed.
7. In the case of an unanticipated temporary absence of the Executive Editor, ensure that the duties of the Executive Editor are completed.
8. Hire, train, and discipline and/or dismiss staff when necessary, in consultation with the Executive Editor. The Executive Editor has final say in all hiring/termination, but the Managing Editor is responsible for addressing and managing human resources issues in the office.

9. Address and attempt to resolve office conflicts promptly, diplomatically, and confidentially. Following any conflict, the Managing Editor is responsible for documenting the conflict and filing this documentation. The Managing Editor is also responsible for bringing any human resources issues to the attention of the Executive Editor, or, if necessary, the CJS Board.
10. Organize and host team-building retreats, training events, and recruitment events each semester.
11. Organize several events per semester, in tandem with the executive team, to connect with the UFV community.
12. Write a minimum of one full article for a section per issue.
13. Perform outreach to classes and the UFV community for job opportunities and volunteer positions.
14. Endeavour to maintain a welcoming office atmosphere for volunteers.
15. Must coordinate volunteer and staff orientation and training.
16. Schedule regular pitch meetings, Editorial Board meetings, Executive Team meetings, and other regular meetings. Ensure that staff members are aware of all meetings and other newspaper events, providing a minimum of 24 hours' notice to regular meetings.
17. Take minutes at Editorial Board and Business Board meetings, and upload and send these to all editorial staff promptly.
18. Maintain and update mailing lists and staff contact information.
19. Perform other job-related duties as required by the Executive Editor or CJS board.
20. This position requires equipment for writing and e-mailing. The contractor will provide their own equipment needed (i.e., laptop, recorder).
21. As a contractor this position requires billing for work completed. Issue an invoice to *The Cascade* on a biweekly basis.
22. The Managing Editor may issue an invoice to *The Cascade* for their regular per-issue rate once per four-week period between issues, to compensate for administrative work completed during publication breaks.

**Qualifications:**

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one for-credit course during the Fall/Winter semesters.
3. Must be available to work varying hours.
4. Must be able to deal effectively with Society and university staff, students, and the general public.

5. Must demonstrate strong command of the English language and excellent literacy skills. An editing test will be administered during the interview process.
6. Must have knowledge of all relevant laws and journalistic standards concerning libel.
7. Must be able to work with a diverse group of volunteers, and to resolve conflicts when they arise.

Contractor

**Signature:**

**Name:**

**Date:**

**Phone number:**

**Email:**

**Address:**

Executives

**Signature:**

**Name:**

**Date:**

**Signature:**

**Name:**

**Date:**