



## **Job Description: Editor**

*The mission of The Charlotte News is:*

- *to publish fair, rigorous, in depth reporting on town affairs, and,*
- *to actively source stories from our neighbors and friends.*

*The News serves as a forum for the free exchange of the views of all town residents and community volunteers on matters related to Charlotte and the lives of its residents.*

The editor is hired by the board of directors and reports to the president of the board, who acts as the publisher of *The Charlotte News*. The editor is responsible for the written and photographic content of the paper, including the selection of stories and how they are covered. The publisher and the board of directors set the overall mission and long-term goals of *The News*, but the editor alone is responsible for the paper's content.

The editor will, at all times, work to maintain the longstanding excellent reputation of *The Charlotte News* as an unbiased, open forum for the community and as a vital source of town news, local advertising and communications from community volunteer organizations. In making all editorial decisions, the editor will be guided by the Code of Ethics of the Society of Professional Journalists, recently adopted by *The News*. While we are funded by advertising revenue and donor contributions, our news judgments are made in accordance with our mission and are independent of all sources of financial support, including support given through our affiliated 501(c)3 organization, The Friends of The Charlotte News.

The editor supervises the work of the production manager and hires and manages the paper's freelancers and volunteer writers. The editor also works with the advertising manager on special stories, sections and business-related articles that are relevant to the advertising sales effort. By October each year, the editor creates a master plan for the next calendar, including publication dates and themes for each issue.

First and foremost, the editor is responsible for accomplishing the mission of *The Charlotte News*. Responsibilities include but are not limited to the following:

- Ensure that Charlotte's public meetings, especially the Selectboard and Planning Commission, but also lesser town committees and boards, are comprehensively covered.
- Ensure that important town issues receive timely and comprehensive coverage.
- Identify and cultivate volunteers and members of the community in order to source feature stories, commentaries and photography for *The News*. Work with them to prepare their stories for publication.
- Create story headlines, cut lines, and captions for photographs.

- Copy edit all material before submission to the production manager for publication.
- Write several bylined stories for each issue, to include research, interviews, meeting attendance, and communication with sources.
- Build and maintain relationships with town officials, employees and volunteer organizations in order to cultivate news channels between the town and the paper
- Recruit and assign stories to freelance writers.
- Create or procure at least two stories with photos for the weekly email newsletter.
- Submit all content for the paper and newsletter to the production manager by agreed-upon deadlines.
- Copy edit contributor submissions and give final approval on the printed version of the paper prior to the press deadline.
- Communicate with the Publisher in a timely and effective manner.
- Communicate schedules and deadlines to columnists, freelancers and community writers, and word count and payments for freelancers to the bookkeeper.
- Collaborate with student writers, including the Junior Reporter's Club and UVM students in the Community News program.
- Assist with writing and proofing ads upon request.

In addition, the editor is expected to:

- Create and maintain a collegial, respectful and efficient newsroom environment.
- Attend biweekly, post-production editorial team meetings to review the prior issue and to plan for the next.
- Serve as the editorial face of *The Charlotte News*, representing the paper at community meetings, events and fundraisers.
- Keep the publisher updated and attend board meetings upon request.
- Upon request, to meet with and complete tasks for board committees in a timely manner.