

Managing Editor Position Description

Brief overview

There will be one managing editor per volume of The Argus, and the managing editor does not need to become editor-in-chief (EIC) after holding this position. The EICs and managing editor must feel confident in the managing editor's ability to advise stories and hold conversations with all members of The Argus.

Part of the managing editor's responsibilities will be to take on managerial tasks delegated by the EICs and act as a stabilizing role to the EICs. Simultaneously, the managing editor must also be self-motivated; in addition to day-to-day responsibilities, the managing editor must utilize their unique skill set to improve The Argus in ways they see fit. Consequently, this position will look slightly different depending on who holds it.

Qualifications

- At least one semester as a head editor

Responsibilities

- Consulting on articles
 - Give advice as needed on how to approach articles (which perspectives are missing from the story? what ethics concerns need to be taken into consideration?)
 - Help sections determine what to do about their article quotas
 - Advise and/or report on big stories
 - Facilitate inter-section communication and communication between sections and EICs
- Manage the general beat system (not the sports beat system)
- Serve as chair of the Membership Committee
 - Guide sections in developing mentorship procedures and offering advice on successful mentorship
 - Lead diversity and ethics trainings/discussions each semester
 - Refine onboarding processes for all sections
- At Sunday meetings
 - Help sort article pitches into sections
 - Help guide new writers to sections they will be interested in
- At production

- Talk to sections to see which articles need more guidance
- Flag articles that may need more close work early on in production
- Assist EICs
 - Take on delegated tasks
 - Advise on big decisions
 - Update position descriptions
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