

Job Description and Standards of Performance

<u>Position Title:</u> Copy desk slot	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> Crider/Porter
<small>Released 8/28/00</small>	<u>Job Code #:</u> 42N029

Position Purpose/Objective:

Helps keep the copy desk running smoothly and contributes to on-time production of content. Participates in decisions determining the placement of content and helps develop thoughtful coverage of events. Designs content presentations that are clean and compelling and communicate effectively.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Maintains quality standards, reads back the work of other editors and coordinates work on the desk. CORE	Editing, headlines and all other material are accurate and free of errors down to the fine details. Work is apportioned evenly and does not back up. Problems with the desk operation are identified and corrected in consultation with the Copy Desk Chief. Copy editors receive guidance on improving their work.
Designs content presentations, handles text and non-text elements. CORE	Presentations communicate effectively and package content conveniently. Designers adhere to our design basics, but also include special touches and entry points. Content is played properly, and straying from the design is avoided.
Meets deadlines, makes sure others do the same. CORE	Slot is keenly aware of the daily workload and what is required to make deadlines.
Selects text and non-text elements, decides play, coordinates content by edition. CORE	Editor shows good judgment in choosing material that reflects current events and will interest our audience. Content display is based on news value when appropriate. Content is updated and appears in appropriate editions or at appropriate

	times.
Knows how to make effective use of technology. SUPPORTING	Editor learns system for content production and archive procedures thoroughly. Adopts new procedures without delay and asks questions when necessary. Works to continuously develop technical skills.
Knows the news thoroughly and uses that knowledge to enhance our daily coverage. SUPPORTING	Editor keeps close track of local, national and world events and can sort out old news from new facts and developments. Coverage of major stories is fresh, informative and complete. Trends or developing stories are recognized early and reported quickly.
Follows the Newsroom Policy Manual and the AP, Local and Design stylebooks, knows libel and privacy law. SUPPORTING	Editor shows a knowledge of these guidelines and uses them in editing and readback. Insists that rim editors also follow these guidelines, signaling they are important to quality and how their work is judged.
Other related duties as assigned. SUPPORTING	Additional related duties are performed on time in a satisfactory manner.

Required Education and/or Experience/Knowledge:

College degree or significant professional experience; previous experience at a daily news organization desired.

Required Skills:

Slots must have top-of-the line skills in news judgment, page design, copy editing, head-writing and accuracy. They also need a broad depth of knowledge and an excellent eye for detail. Adequate knowledge of technology necessary to perform duties efficiently. An understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

AME/Copy Desk