

**Job Description and Standards of Performance**

<u>Position Title:</u> Copy Editor	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	Updated: Crider/Porter
<small>Released 8/28/00</small>	<u>Job Code #:</u> 42N069

Position Purpose/Objective:

To prepare text and non-text elements to create content that effectively informs and entertains our audience in a way that is attractive and free of errors. To use technology to good effect, and to contribute in other ways to the news-gathering operation.

*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:
Edits text and text within graphics and other elements, proofs content. CORE	Material is consistently accurate and free of spelling, grammatical and style errors. Important questions are answered and statements are properly attributed. Facts and math are checked and redundancies are eliminated. Libel and privacy problems are identified.
Writes text to enhance presentation of content, including but not limited to headlines, photo captions, summary decks, refers and nuggets. CORE	Material is consistently accurate and free of errors. Headlines are clear, accurate and compelling. Summary decks are conversational and highlight key elements. Photo captions are complete, contain a news angle and avoid stating the obvious. Other text enhancements are accurate and well-written.
Designs pages, handles photos and text electronically. CORE	Pages communicate news and other information effectively and package the news conveniently. Designs adhere to our design basics, and often include special touches and entry points. Art and nuggets are used to enhance text. Straying from the design is avoided.
Selects text and non-text elements, decides play, coordinates content elements by edition and publication time.	Editor shows good judgment in choosing written content and visual elements that reflect the news and will interest readers.

**Portland Press Herald**  
Est. 1862  
**Maine Sunday Telegram**

CORE	Presentation of text and non-text elements is based on news value. Editing of text and visual elements is thorough and avoids duplication.
Meets copy and page deadlines, works efficiently. CORE	All intermittent and final deadlines for text and non-text elements and pages are met.. Editor manages time and prioritizes work effectively. Time spent on tasks reflects difficulty of task and deadline priorities.
Knows how to use technology to manage text and non-text elements used in creating content for our audience. SUPPORTING	Editor learns the pagination system and archive procedures thoroughly. Adopts new procedures without delay and asks questions when necessary. Works to continuously develop computer skills.
Knows the news thoroughly. Keeps abreast of current events, reads paper daily. SUPPORTING	Editor applies knowledge of current events and issues to improve stories, write fresh headlines, select newsy stories and properly prioritize the presentation of news.
Follows the Newsroom Policy Manual and the AP, Local and Design stylebooks, knows libel and privacy law. SUPPORTING	Editor shows a knowledge of our standards and other written guidelines in designing pages and editing and writing text.
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:

Extensive knowledge of language and grammar, spelling and punctuation; of newspaper design and typography; of geography, history and current events; of complex computer hardware and software; of precision and attention to detail; and of the standards and practices of editing for our organization. An understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

Various AMEs