

Student Media Manager Positions for 2019-20

**Applications Due:
Monday, March 18 at 5:00 pm**

Apply at this site: <https://www.wartburg.edu/journalism-communication/#manager>
(bottom of the above web page) and include:

- Application form
 - Letter stating your views regarding the position for which you are applying, including changes you would like to make if selected.
 - Current resume
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Wartburg Trumpet Editor-in-Chief

Adviser: Jessica Martin

General Job Purpose:

The Editor-in-Chief supervises all section editors and oversees the progress of the newspaper and web content throughout the week

Responsibilities:

- Oversee the news budget for the week.
- Write various articles each week.
- Copy edits of all articles and edit/proof all pages.
- Send pages to the printer after each edition is finalized.
- Assist editors and reporters with story development, writing, and reporting for print and web.
- Lead various meetings during the week.
- Chair editorial board.
- Address reader complaints.
- Meet regularly with newspaper advisor.

Qualifications: At least one year of experience as a Trumpet section editor and successful completion of COM 305 Print Journalism.

Trumpet Magazine Manager

Adviser: Jessica Martin

General Job Purpose:

Trumpet Magazine Editor supervises the producer and writers and oversees the progress of the magazine and web content throughout the week/month.

Responsibilities:

Oversee the content per issue.

Write various articles throughout the month.

Copy edits of all articles and edit all pages.

Send pages to the printer after each issue is finalized.

Assist the producers and writers with story development, writing, and reporting for print and web.

Layout pages.

Lead various meetings.

Address reader complaints.

Meet regularly with the advisor.

Qualifications: At least one year of experience as a Trumpet section editor and successful completion of COM 305 Print Journalism.

Knight Vision News Director

Adviser: Ronald Johnson

Job Description:

The Knight Vision News Department seeks an enthusiastic student leader who has an interest working in multimedia journalism or broadcast television. The News Director is responsible for the Knight Vision News Department and serves as the Executive Producer for Cedar Valley Today. The News Director is expected to attend and supervise Cedar Valley Today episodes during the school year. This is a paid student work study position.

- Maintain an editorial calendar of programs and stories.
- Assign stories to Cedar Valley Today reporters and videographers.
- Oversee scheduled weekly show production.
- Ensure quality control and journalistic standards for Cedar Valley Today.
- Monitor and respond to changing news as it happens in the Cedar Valley.
- Ensure the distribution of news content on our live streaming and online and mobile streaming platforms.
- Organize weekly staff and story meetings.
- Organize leadership meetings and delegate important tasks and assignments to members of the leadership team.
- Prepare Fall and Winter contest entries for the Knight Vision News Department.
- Meet regularly with KnightVision News faculty advisor

Qualifications: At least two semesters of experience in two different roles with Cedar Valley Today (i.e. producer, assistant producer, director, technical director, anchor or reporter) and successful completion of COM 312 Broadcast Journalism.

KWAR-FM Station Manager

Adviser: Pamela Ohrt

The Station Manager is the student leader of KWAR-FM 89.9, the Wartburg College radio station. In conjunction with the adviser, the station manager will oversee the day-to-day operations of the radio station and coordinate responsibilities of the various staff members.

Responsibilities include:

- Work closely with all staff members to make sure the radio station functions daily
- Organize and oversee weekly meetings; time and day depend on staff schedules
- Make decisions, after consulting with the faculty adviser, on any decision regarding the welfare of KWAR and its daily operation
- Keep up to date on all weekly problems, issues and decisions
- Maintain open lines of communication
- Handle staff issues, maintaining harmony
- Encourage student involvement with the radio station
- In the absence of a programming director, the station manager will work with volunteer DJs
- Willingness to prioritize KWAR over other campus responsibilities and extracurricular activities, including representation of the station at conferences and events

Qualifications:

- Working knowledge of Adobe Audition
- Ability to meet and interact with the public in person and on the phone
- Complete tasks in a timely fashion and meet all deadlines
- Attention to details
- At least one year of experience on KWAR staff