

Job Description

Associate Entertainment Editor

Primary Function

The associate entertainment editor is responsible for generating story ideas for the Entertainment section. This associate entertainment editor is expected to be familiar with up and coming bands, concert events and the latest movies within the entertainment industry. This editor will be willing to attend music junkets and review newly released movies. This position receives an enormous amount of incoming mail with CDs, DVDs, press releases; it is up to the associate entertainment editor to help the entertainment editor to sort through and analyze the mail for possible stories. This position works with writers to improve their entertainment writing and reporting skills. The associate entertainment editor is responsible for ensuring that all Entertainment stories are of interest to the readers of the UCI community. Must be willing to commit to every Sunday to be considered for this position.

Major Responsibilities

1. Helps entertainment editor assigns stories to entertainment writers
2. Checks writers' progress during the week, and come up with story ideas
3. Strictly enforces all deadlines, with few exceptions
4. Edits writers' stories before and on Sunday
5. Works with entertainment writers to help them improve their writing and journalistic skills
6. Writes photo assignments by Sunday
7. Assists entertainment editor with headlines, section editing on Sunday, photo captions and inside preview
8. Works with entertainment editor to determine graphics ideas for Features cover
9. Contributes constructive and helpful criticism to tear-up each week

Organizational Relationships

Supervised by editor-in-chief, managing and entertainment editors
Supervises entertainment writers

Required Meetings and Hours

- Attends weekly tear-up meetings –Wednesdays at 5:00 pm
- Attends editorial board meetings
- Attends weekly entertainment section meetings, if such meetings occur