

Job Description

Entertainment Editor

Primary Function

The entertainment editor is responsible for producing an informative, interesting and accurate section on time. The 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 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 entertainment editor is responsible for ensuring that all entertainment stories are of interest to the readers of the UCI community. The Entertainment section will generally contribute at least six stories to the paper per week. Must be willing to commit to every Sunday to be considered for this position.

Major Responsibilities

1. Assigns stories to entertainment writers, checks their progress during the week
2. Strictly enforces all deadlines, with few exceptions
3. Edits writers' stories before and on Sunday
4. Edits all copy and turns in run sheets to the layout editor by 2:00 p.m. Friday
5. Works with entertainment writers to help them improve their writing and journalistic skills
6. Writes photo assignments by Sunday
7. Works with associate entertainment editor on headlines, section editing on Sunday, photo captions, and inside preview
8. Works with associate entertainment and layout editors 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 and managing editor

Supervises associate entertainment editor and entertainment writers

Required Meetings and Hours

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