

## Job Description

### **Features Editor**

#### **Primary Function**

The features editor is responsible for producing an informative, interesting and accurate section on time. The features editor is expected to be familiar with various campus organizations and events. The Features section will generally contribute at least six stories to the paper per week. This position works with writers to improve their Features writing and reporting skills. The features editor is responsible for ensuring that all Features stories are of interest to the readers of the University of California, Irvine community. Must be willing to commit to every Sunday to be considered for this position.

#### **Major Responsibilities**

1. Determines the week's coverage by reviewing mail, story tips and by checking with the news and entertainment editors
2. Writes photo requests for stories by deadline set by the photo editor
3. Assigns and works with Features writers on stories
4. Edits all copy and turns in run sheets to the layout editor by 2:00 p.m. Friday
5. Strictly enforces all deadlines with very few exceptions
6. Contributes constructive and helpful criticism to tear-up each week
7. Keeps contacts with layout artists on Saturday
8. Works with associate features editor to determine graphics ideas for Features cover

#### **Organizational Relationships**

Supervised by editor-in-chief and managing editor  
Supervises associate features editor and features writers

#### **Required Meetings and Hours**

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