

KA LEO O HAWAI'I EDITOR Position 2016—2017

Position Description:

The Editor of Ka Leo O Hawai'i, a news and entertainment media program, is responsible for the daily aspects of the operation, administration, and management of the media programs, which is printed weekly, updated daily online through multiple platforms (web, mobile, Twitter, Facebook, Instagram), promoted through social media and public relations events, with a sales staff generating annual revenues, all of which are intended to benefit the program and the University of Hawai'i at Mānoa community. The Editor is in charge of the program's contents and operations, —and decisions include but are not limited to those affecting the print issue, website, social media, and mobile app, —on behalf of the Student Media Board, which is the chartered student organization responsible for overseeing all student media on campus. The Editor is responsible for ensuring the organization reports news in an honest and ethical manner and that reporting is done fairly and accurately. The Editor is responsible for ensuring that Editorial content is not influenced by private interests of the staff or any group. The Editor, who supervises directly or indirectly a paid and volunteer staff of 100 students, serves a one-year term that runs from May 2016 through May 2017.

The Editor of Ka Leo O Hawai'i serves at the will of the SMB and is responsible to the SMB for all phases of the journal's operations. The duties and responsibilities will include, though not limited to, the following:

Administration:

- Shall maintain a fixed office schedule of a minimum of 20 hours per week.
- Shall assist in preparing annual, program-operating budget for the SMB.
- Shall ensure all fiscal expenditures are consistent within the program's approved editorial budget.
- Prepare a monthly summary report of the operations for the SMB.
- Utilize appropriate resources to monitor and evaluate Ka Leo O Hawai'i operations.
- Support and enforce all of the program's operating policies and procedures.
- Comply with all federal, state, city and university regulations and rules, including the Society of Professional Journalists' Code of Ethics.
- Serve as primary spokesperson for Ka Leo O Hawai'i.
- Respond to all Ka Leo O Hawai'i editorial inquiries, both internally and externally.
- With the public relations team: establish and execute a plan to promote Ka Leo O Hawai'i on a university and community level.
- Update and maintain all personnel and stipend records in accordance with University security policies.
- Serve as a member of the SMB, sustaining a consultative relationship with board members.

Technical/Editorial:

- Responsible for the overall supervision of the printed and online design and production of Ka Leo O Hawai'i.
- Responsible for continuing Ka Leo's push to be a digital-first program.
- Responsible for ensuring and inspiring vigorous and proper news gathering, reporting, writing, photography, editing, layout, and other efforts associated with a news media program.

- Responsible for developing a working familiarity with The Associated Press Stylebook and ensuring that the program also follows.
- Responsible for editing all sensitive stories and columns.
- Responsible for seeking the advise of professional advisers on all issues of privacy, libel, obscenity, fairness, and responsible reporting.
- Responsible for working with SMB's Advertising Manager to determine the size of upcoming print issues and advertising/editorial ratio, as well as determining the publication schedule of Ka Leo.
- Responsible for holding regular planning and production meetings with student staff. Responsible for the completion of final copy of each print issue of Ka Leo by the board-specified deadlines (including turning in pages to the printer on time).
- Responsible for informing the printer of social page requirements that may require last minute changes.
- Responsible for seeking feedback from readers.
- Responsible for establishing a routine for processing content through Google Docs, or similar program and other office procedures.
- Responsible for coordinating and establishing deadlines with staff.
- Responsible for supervising the final selection of material for each issue.
- Responsible for ensuring that final copy (online and print) is proofread for spelling errors, grammar errors, and accuracy prior to publication.
- Coordinate and establish realistic deadlines with the SMB advisers for a smooth production flow.

Personnel:

- Recruit, appoint, train and supervise competent student staff.
- Establish and maintain minimum training standards for editorial staff.
- Evaluate Ka Leo O Hawai'i personnel on a semester basis.
- Evaluate personnel training on an annual basis.
- Serve as primary mediator for internal grievance procedures.
- Report personnel matters (including but not limited to hours worked, stipend payment, deadline progress) to the SMB on a regular and timely basis.

Program Development:

- Responsible for attending campus and community functions as an active member of the journalism community.
- Responsible for coordination of Ka Leo O Hawai'i training.
- Motivate all program employees and staff toward meeting project goals and objectives as well as be open to developing community partnerships and outreach that will enhance the presence and image of Ka Leo O Hawai'i in the broader community.
- Facilitate collaborations, shared content and marketing, with other student media programs (UH Productions, Hawai'i Review, KTUH).
- Must attend regular training to improve on technical, management, and leadership skills related to Hawai'i Review.

Minimum Qualifications:

- At least one year of experience as a member of a team of editors for a student-run news media program or equivalent.
- Demonstrated ability to communicate clearly, both verbally and in written form.
- Demonstrated ability to organize, update, and maintain all files and fiscal documents.

- Demonstrated skills in editing, organizational management, supervising others, and budgeting.
- Knowledge of print and web layout and design.
- Ability to handle self in a manner conducive to a professional business atmosphere.
- Possess a minimum of 12 credit hours accumulated at UH Mānoa.
- Currently enrolled in a minimum of 6 credit hours for undergraduate or 4 credit hours for graduate students.
- Be a fee-paying UHM student in good standing.
- Courses in journalism or equivalent experience.

Desired Qualifications:

- Prior management experience with Ka Leo O Hawai'i.