

Copy editor

Copy editors ensure The Shorthorn does not publish errors in online and print versions of content. In short, they are the “last defense” of The Shorthorn, making sure a story is loaded with information and is structured, written and presented in a way that is easy for the reader to follow and free of grammar, spelling and style errors. Copy editors report to the Copy Desk Chief. Applicants will be asked to take a diagnostic test of their editing skills.

Specific responsibilities include:

- Edit all content (stories, cutlines, graphics, etc.) prior to publication with the following in mind: accuracy, spelling, grammar, correcting inconsistencies, conforming to AP and Shorthorn style, eliminating libel and taste issues, complete information, and fairness issues. Editing does not mean rewriting.
- Write appropriate, engaging headlines for print.
- Write appropriate, SEO headlines for web, mobile and newsletter editions.
- Design inside pages of the print section as needed.
- Proofread and correct finished pages.
- Edit wire copy to be sure that it conforms to Shorthorn style and other standards already listed for local stories.
- Publish stories to theshorthorn.com after editing.
- Attend staff meetings, training sessions and other meetings as needed.
- Perform other tasks as assigned or needed for production of The Shorthorn.

Additional Qualifications

- Working knowledge of journalistic writing, editing and design.
- Must demonstrate spelling, grammar and word-usage skills, as well as attention to detail.
- Understanding of journalistic writing styles and requirements.
- Knowledge and/or experience in production or web content management systems preferred.
- Must be enrolled at UTA for at least six credit hours during the appointment semester, be in good academic standing with the university and meet all other requirements for holding a Shorthorn staff position.

Compensation base rate

Copy editors are paid per issue, with each copy editor working at least two issues per week. Compensation may be reduced for major errors, missed deadlines or other problems.