

# Sports Editor

The Sports Editor is a Shorthorn assignments editor responsible for ensuring news related to the UTA sports community and Athletics Department are covered fairly, accurately and in a balanced way. UTA sports include: UTA NCAA and intramural/team sports, athletics-related news, recreation news and feature stories. The Sports Editor reports to the Digital Managing Editor.

Responsibilities include:

- Recruiting, training and supervision of staff.
- Planning daily online and weekly print coverage for sports events and news, including prioritizing which events should be “covered” vs. which can be reported in summary.
- Assigns, edits and posts to web sports stories for the daily web edition and weekly print edition, ensuring that assignments meet the sports coverage and content needs for each product and that the content mix reflects all sports at UTA.
- Reports and writes stories as needed.
- Works with Digital Managing Editor and other editors to develop web components to supplement every story.
- Developing and maintaining a Sports beat structure that includes everything listed in summary (above). Create and update a sports calendar for publication each week.
- Meeting all daily and advance deadlines for publication of Sports content as planned and scheduled during weekly planning meeting.
- Working with the Copy Desk in editing and Design desk on sports-related content.
- With the Editor and news/editorial adviser, requesting and planning travel related to sports coverage.
- Maintaining a master calendar and teaser file to be used in planning online and print sports content.
- Working with the Multimedia Editor to ensure that Sports’ photo needs are assigned and produced. Work with sports staff to ensure all sports content has multimedia content.
- Overseeing development of blogs and other online content as appropriate to the position and contribute to that content as appropriate.
- Perform other responsibilities as assigned.

## Additional Qualifications

- Strong journalistic reporting, writing, editing, grammar, word-usage skills.
- Strong knowledge of AP and Shorthorn style.
- Resourcefulness.
- Must be currently enrolled at UTA and meet all qualifications for holding a Shorthornstaff position.
- Must be enrolled at UTA for at least six credit hours during the appointment semester and meet all other requirements for holding a Shorthorn staff and editor position.

## Compensation base rate

Outlined in the Editor Pay Schedule for the semester. Compensation may be reduced for errors, missed deadlines or other problems.