



THE DRUMBEAT

Applicant Name: _____

Academic Year: _____

*Please number your first three choices,
with 1 as your first choice.*

- Editor in Chief:** Student is in charge of all editorial content and direction of newspaper. Student will spend a minimum of 15 hours per week working in the lab to ensure the quality of the newspaper. EIC works alongside managing editor and other editors reviewing story pitches, assigning stories, editing stories and designing pages. EIC writes the main opinion column for each issue and oversees production and page design.

- Managing Editor:** Student is responsible for design ideas as well as front page design. Student will spend a minimum of 10 hours per week working in the lab to ensure the quality of the newspaper by reviewing story pitches, assigning stories, editing stories and designing pages. ME will assist section editors and submit at least one story for each issue of the newspaper.

- News Editor:** Student is responsible for story selection, layout and design of the News Page. Student will spend a minimum of 10 hours per week working in the lab to ensure the quality of the newspaper. News Editor will submit at least one story for each issue of the newspaper and coordinate stories/photos with staff writers assigned to News beats, as well as edit stories in Camayak and review other pages for edits. News editor must attend Board of Trustees meetings.

- Student Life Editor:** Student is responsible for story selection, layout and design of the Student Life Page. Student will spend a minimum of 10 hours per week working in the lab to ensure the quality of the newspaper. Student Life Editor will submit at least one story for each issue of the newspaper and coordinate stories/photos with staff writers assigned to Student Life beats, as well as edit stories in Camayak and review other pages for edits.

- Verve Editor:** Student is responsible for story selection, layout and design of the Verve Page. Student will spend a minimum of 10 hours per week working in the lab to ensure the quality of the newspaper. Verve Editor will submit at least one story for each issue of the newspaper and coordinate stories/photos with staff writers assigned to Verve beats, as well as edit stories in Camayak and review other pages for edits.

- Sports Editor:** Student is responsible for story selection, layout and design of the Sports Page. Student will spend a minimum of 10 hours per week working in the lab to ensure the quality of the newspaper. Sports Editor will submit at least one story for each issue of the newspaper and coordinate stories/photos with staff writers assigned to Sports beats, as well as edit stories in Camayak and review other pages for edits. Student must also maintain open communication with all coaches on campus.

- Photo Editor:** Student is responsible for photo assignments and ensuring writers have photos for each story. Student will spend a minimum of 10 hours per week working in the lab to ensure the quality of the newspaper. Photo Editor will work all photos and ensure they are saved with cutlines to the appropriate folder. Student must also assist with editing duties as needed.

- Online Editor:** Student is responsible for managing the website, social media, and YouTube presence of student media. Student will spend a minimum of 10 hours per week working in the lab to ensure the website is kept up to date. The online editor will also submit one story for each issue of the newspaper.

- Broadcast News Director:** Student is in charge of all editorial content and direction of the 30-minute news program. Student will spend a minimum of 15 hours per week working in the lab to ensure the quality of the of the broadcast. The broadcast news director works alongside the online editor to create content for the website.

- Advertising Manager:** Student is responsible for managing all ad placements on student media. Student will spend a minimum of 10 hours per week working to sign new advertisers and mail invoices.

Other Responsibilities: List any outside obligations/responsibilities/employment you will have during the semester for which you are applying.

Additional Documentation: To complete this application, you must also submit a resume and one letter of recommendation from a professor other than one in this department.

Completed applications including the applicant's resume and letter of recommendation should be submitted by email to Lkra@tjc.edu, delivered to Potter Hall 204, or mailed to Attn: Laura Krantz, PO Box 9020, Tyler, TX 75711. Applicants will be notified by email whether they have been selected for a position and will be emailed forms to complete the award process. Applicants must read and acknowledge the required job duties for that position within one week of receiving notification. If the applicant does not respond, the editorial board can choose another candidate for the position.

Students must be in good academic standing with no holds to have a position with The DrumBeat. Student editors are eligible to receive stipends. However, stipends will be awarded based on available advertising revenue. Stipends will be paid the week prior to mid-terms and the week prior to finals. If students do not complete the semester or their required job duties, they will not receive their final payment.

Acknowledgement: I have read and understand the job duties and responsibilities outlined in this application. I understand that by applying for and accepting a position with The DrumBeat, I am taking on additional responsibilities required outside of classes. I will meet deadlines and plan my time accordingly. I also will read and acknowledge both the Society of Professional Journalists Code of Ethics and the Associated Collegiate Press Model Code of Ethics for Collegiate Journalists.

Applicant Signature

Date