

Tompkins Weekly Managing Editor Job Description

- Journalism degree, or a minimum of three years as reporter/writer/editor or applicable experience
- Strong interviewing skills, balanced reporting, community engagement
- Providing weekly lead news story and the secondary story and up to two additional monthly reports
- Monthly columns you will be responsible for: *Thinking Ahead* focuses on maturing lifestyles, reporting on one of the town weekly or biweekly, edit submitted reports along with having an additional copy editor who will assist, most area town are reported on weekly by freelance contributors
- Monthly columns others will be submitting: Signs of Sustainability, Democratic View, Republican View, East Hill Notes, Trumansburg Connection, Lansing at Large, Groton on the Inside, Newfield Notes, Dryden Dispatch, Food for Thought, Sports and other human interest stories. We require photos be submitted with all reports.
- Take and edit submitted photos for print and web
- Edit ad layout to make sure it meets all space needs are met for ads, legals, puzzles, real estate transactions, etc. with fluid command of InDesign
- Responsible for the weekly calendar content including stock/provided/file photos
- Responsible for layout and files submitted to printer by weekly deadline
- Upload all stories and columns to publish on the website
- Optimize viewing experience each week with gathering photos from respondents to questions we ask of those in the community; *Street Beat - We ask, you tell.*
- Radio script written and submitted to production talent promoting top stories
- Communicate in person and electronically of projected stories, and other general related topics
- Project necessary page count and send ad layout in advance to team for preliminary review by Wed/Thu each week
- Manage freelancer including budget for writers, columnists and photographers giving some direction or story ideas for their territory and working out deadline concerns. Additionally, being responsible for identifying writers when the opportunity/need arises.
- Update and post to our preferred social media accounts and monitor account activity and be responsive to community correspondence and making publisher aware of appropriate issues when they arise.

Job Type: Full-time

Pay: \$45,000.00 - \$60,000.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off

Schedule:

- Monday to Friday
- Self-determined schedule

Ability to commute/relocate:

- Lansing, NY 14882: Reliably commute or planning to relocate before starting work (Required)

Work Location: Lansing, NY 14882

Apply to: Publisher Todd Mallinson, ToddM@VizellaMedia.com