

# Application for *The Crow's Nest* 2017-2018 Staff

Complete with personal information below:

Name:

Major:

Year:

U-number:

Phone Number:

Email:

**POSITION APPLYING FOR:** \_\_\_\_\_

Here we will briefly explain the responsibilities for each position.

- **Editor-in-Chief (Due April 21)**

In charge of hiring newspaper staff and directing the online and print publication of *The Crow's Nest*. Each week the EIC run the meetings and direct all newspaper staff and assignments. They will also meet with the faculty adviser and paper adviser to discuss the finances and responsibilities of the newspaper.

- **Managing Editor**

Coordinates the day-to-day work of the paper. Helps the EIC coordinate the online and print publication, and will direct section editors, the creative director and web manager of their weekly responsibilities.

- **Creative Director**

Plans and facilitates the printed publication each week. Works with staff and contributors to create the graphics and presentation of stories. Must be familiar with Adobe applications, namely InDesign, Photoshop and Illustrator.

- **Web Manager**

Plans and facilitates the online publication each week. Will work closely with the Creative Director to coordinate similar content between the online and print publications. Must be familiar with Wordpress

- **News Editor**

Writes and edits stories concerning news across campus. Covers breaking information regarding Student Government, faculty and administration, and the different collegiate programs that make up USFSP. Will work with the News Reporter to pitch story ideas each week. Must be familiar with the AP Stylebook.

- **Arts & Life Editor**

Writes and edits stories concerning arts and life across campus. Covers school events, clubs and organizations, and sports. Will work with the A & L Reporter to pitch story ideas each week. Must be familiar with the AP Stylebook.

- **News Reporter**

Will write one story each week concerning news across campus. Will work closely with the News Editor to pitch stories to editorial staff and provide ideas to incoming contributors. Should be familiar with the AP Stylebook.

- **Arts & Life Reporter**

Will write one story each week concerning arts and life across campus. Will work closely with the A & L Editor to pitch stories to the editorial staff and provide ideas to incoming contributors. Should be familiar with the AP Stylebook.

- **Staff Reporter**

A general assignment reporter who will work closely with the editorial staff to write and contribute stories for themselves and contributors. Will submit at least one assignment a week. Should be familiar with the AP Stylebook

- **Advertising Manager**

Coordinates advertisements in the online and print publication. Routinely reviews budget information and spending forms with EIC and Managing Editor.

- **Photo Editor**

Coordinates contributing photographers to provide visual representation for stories in the paper. Must be familiar with Adobe products.

## • **Distribution Manager**

Helps coordinate printing of the paper and distribution of printed publication across campus.

Please answer these questions:

Approximately how many hours a week could you dedicate to The Crow's Nest?

What other obligations will you have during the 2016-2017 school year (works, clubs, etc.)?

Briefly describe what makes you qualified for the position you're applying for, why you want it and what you would do with it.

**For editor/reporter positions:** Attach résumé and 3 previous writing samples. Journalism articles are preferred.

**For creative director:** Attach résumé and three design samples; describe your knowledge of design and using design software.

**For advertising/marketing:** Attach résumé, at least one writing sample and any samples of related work.

**Submit completed applications to [usfcrowsnest@gmail.com](mailto:usfcrowsnest@gmail.com)**