

# TWIN CITIES DAILY PLANET | EDITOR POSITION

DEADLINE TO APPLY: FRIDAY, DECEMBER 29, 2017 BY 11:59 P.M.

Twin Cities Daily Planet, an award-winning online publication powered by Twin Cities Media Alliance, is looking for an extremely curious, highly organized and driven Editor to advance its mission. Published twice weekly, the Editor works closely with the Publisher to shape the overall direction and content of the Daily Planet – whose mission is to amplify and connect marginalized voices. This includes managing contributors, curating events and cultivating community engagement. Working closely with the editorial team, the Editor is a collaborative self-starter who brings a critical and intersectional lens to the execution of high-quality journalism around social issues, politics and policy affecting marginalized communities.

## RESPONSIBILITIES

### *Editorial Strategy + Management*

- Manage editorial workflow and production activities leading up to publication – including managing pitches, overseeing research, maintaining editorial calendar, managing production schedules, driving the iterative revision process and proofreading, art direction and publishing of Daily Planet content.
- Identify, assign, edit and produce news/issue and feature stories – and occasionally write and report articles (2-4 per year).
- Manage the editorial team – Arts + Culture editor, freelance contributors, interns and fellows – including supervising work, overseeing deadlines and providing editorial direction.
- Maintain Daily Planet website (WordPress) and address technical issues via the webmaster.
- Co-create and manage short and long-term news and feature editorial projects (e.g. MPLS Votes voters guide).

### *Contributor Recruitment + Management*

- Recruit freelance contributors from a diverse range of backgrounds, disciplines, and skill levels to write, film, photograph and report on news/issue-driven topics.
- Provide direction and constructive feedback to strengthen the work of both experienced and emerging writers.
- Hold regular contributor orientation meetings and workshops.
- Oversee production of monthly resource newsletters to contributors.

### *Engagement*

- Work collaboratively with the editorial team to advance strategies to promote reader engagement and maximize story impact.
- Work with the Arts + Culture editor, interns and fellows to manage social media accounts.
- Track reader habits and trends around the newsletter and social media, providing weekly and monthly analytics report to the editorial team, and a yearly presentation to leadership.
- Monitoring the news and the conversations about it in social media and brainstorming ideas for news and feature pieces and writers.
- Build relationships and work collaboratively with media partners and community stakeholders – including nonprofits, community organizers, policy advocates, etc.
- Develop, manage and execute Community Circles – a space where community members come together to discuss issues and figure out how to tell their stories.
- Co-lead the planning of community events/conversations hosted or facilitated by the Daily Planet.

### *Administration*

- Attend and participate in Daily Planet editorial meetings, TCMA staff meetings, 1-on-1 meetings and TCMA events.
- Attend journalism/media-related events and conferences locally and nationally (periodically).
- Assist TCMA and Daily Planet staff with administrative, operational and marketing tasks when needed.

### **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree (or equivalent experience) in journalism, communications, English, political science, sociology and 3-5 years creating and managing editorial content for an organization (non-school setting).
- Superior project and time management abilities – multitasking effectively in a fast-paced environment while maintaining a commitment to excellence and deadlines.
- Exceptional editing ability and news judgement, strong writing skills, and a passion to use journalism as a tool to push for new narratives, critical thinking and conversation around issues affecting marginalized communities.
- Experience managing diverse teams and providing exemplary leadership.
- Ability to effectively work with and develop a variety of writers of different experience levels.
- Strong research capabilities and sense to maintain high journalistic standards and integrity.
- Self-starter with curiosity and a natural hunger for story.
- Ability to think on your feet and solve editorial and production challenges as they arise.
- Solid collaboration skills, but knows when/how to be decisive and make tough calls.
- Demonstrated experience working in/with traditionally marginalized communities.
- Comfortable using and managing a website (e.g. WordPress), digital files and Google Drive.
- Comfortable reading online traffic data and analytics (training can be provided, if needed).
- Excellent interpersonal communication and relationship-building skills.
- Willingness to work a flexible schedule, as the news might demand.
- High aptitude for learning and is receptive to ongoing constructive feedback.

### **AT YOUR CORE**

- Ability to advance a variety of different projects and editorial pieces on different timelines with varied scope.
- Highly developed ability to think critically and intersectionally, synthesize informed arguments around social issues, politics and policy affecting marginalized communities.
- An unwavering desire to create powerful news/issue-driven stories that amplify marginalized voices using a narrative journalism lens.
- A sharp editor, able to strengthen the work of both experienced and emerging writers.
- Awesome sense of humor and desire to support a sharp, resourceful and loveable team.
- Obsessed with excellence and professional standards around ethics, fairness, accuracy and transparency.
- Thrives in a culture of thinkers and builders of different backgrounds.

This is a full-time salary position averaging at least 40 hours/week. Compensation is \$38k-\$42k per year depending on experience. Benefits include vacation pay, flexible schedule and work environment, and professional development. **Deadline to apply is 11:59 p.m. (CST), on Friday, December 29, 2017.** Interested applicants should submit a cover letter, resume and two writing samples to [jobs@tcdailyplanet.net](mailto:jobs@tcdailyplanet.net).

*Twin Cities Media Alliance is an equal opportunity employer committed to building a team that reflects our mission. We encourage applications from candidates who identify as people of color, Indigenous/Native American, LGBTQIA or are from other historically marginalized communities.*