

## **South Side Weekly Section Editor Job Description**

### ***Organization Description***

South Side Weekly was founded in 2013 with the mission to provide quality civic and arts coverage of the South Side of Chicago, and to educate and develop journalists, photographers, artists, and mediamakers. Our newsroom is powered by a dynamic team made up of hundreds of volunteer writers, editors, and artists and a small staff of editors. We produce a bi-weekly print newspaper, distributing 8,000 free copies to over 220 locations, a website, a digital newsletter, and social media streams with thousands of followers.

### ***Position Objective***

The section editor is responsible for determining the editorial content for a specific section, commonly known as a “beat,” such as politics, arts (visual, music, theater), education, housing & development, and health. They will work closely with the editor-in-chief, managing editor, and our volunteer editors to set the overall focus of the newsroom and its coverage. They will also be in communication with many teams within the organization, including fact-checking, visuals, staff and volunteer writers, and editors. They will report to the editor-in-chief, Jackie Serrato.

### ***Responsibilities & Expectations***

- Be the primary editor of stories in your section
- Attend and contribute to the following meetings:
  - Weekly meetings with the editorial team about the upcoming print issue
  - Monthly pitch meetings open to all contributors
  - Monthly editorial leadership meetings to discuss long-term projects/goals
- Help with general edits every other Monday evening during the Weekly’s remote production night on Slack, and shepherd stories in your section to completion
- Submit two or more original pitches for your section each month
- Write short calendar blurbs about upcoming events for your section (four or five per issue)
- Work with the editorial team to optimize the editing process with an eye to the Weekly’s evolving needs

### ***Experience***

The Weekly considers itself a teaching paper and has always created space for learning on the job. So, while a qualified candidate will have some prior writing and editing experience, we have designed these positions for candidates who are looking to grow as editors.

To that end, the position will involve some required training during the onboarding phase. We welcome candidates with a wide range of backgrounds and experience levels to apply, and

there are no formal education requirements. If you meet even 3 out of 5 of the below qualifications, please consider applying!

- ½ -1 year of editing experience, in any setting.
- 1-2 years of writing experience, preferably in a setting where your work was being edited.
- ½ -1 year experience working with community organizations or local media.
- A strong interest in and commitment to learning about the section you are applying for. (You don't have to be an expert, but you should be knowledgeable.)
- Intimate knowledge of Chicago's South Side. (A strong applicant will either be from the South Side or currently live on the South Side.)

In addition to the above qualifications, the Weekly expects all candidates to be organized and reliable when it comes to communicating with team members. Section editors are expected to support up-and-coming journalists, and past formal or informal experience in teaching, mentorship, or peer-to-peer learning is a plus. Proficiency with digital tools like Slack, Airtable, and Google Drive is also appreciated, but we can also teach you!

### ***Compensation***

These will be contract positions for 25 hours per month and with pay equivalent to \$20/hour. Workload is flexible and varies from week to week. It will be heavier every other week when we have production and on months with special issues like the annual Best of the South Side. The position is for a period of six months from May 17, 2021, to October 31, 2021, and could be subject to renewal.

The South Side Weekly is an equal opportunity employer. We encourage people with a wide range of skills and experiences to apply. To apply, visit [bit.ly/section-editors](https://bit.ly/section-editors).

**The deadline is April 25, 2021, at 11:59pm.**