



## **Chicago 6 Corners Job Descriptions**

We are a Chicago-based webzine with a commitment to covering issues, events, and people overlooked by both mainstream media and Chicago's blogosphere. As an all-volunteer publication, we rely on the contributions big and small of a various staff. If you're interested and enthusiastic, chances are we need you!

All jobs described below are flexible to the interests and time commitments of individuals. In short, if you are interested in getting involved at an editorial or organizational level, please read the position descriptions as suggestions and contact us to discuss how you would like to be involved. Send questions and letters of interest to [info@chicago6corners.com](mailto:info@chicago6corners.com).

### **Staff Contributors (editorial and photography)**

#### *Editorial:*

1. Conducts news reporting (fact-gathering, research and writing) for regular article posts (500-2000 words) on a weekly or bi-weekly basis, on a specific topical beat.
2. Takes pictures when needed (or alerts section editors when outside photographer is needed).
3. Develops and pitches story ideas.
4. Attends monthly meeting with section editors.

#### *Photography:*

1. Attends events/schedules shoots.
2. Works with contributors/section editor/photo editor to choose appropriate photos.
3. Develops and pitches photo essay ideas.
4. Attends meetings with photo editor

### **Managing Editor**

The Managing Editor manages the overall editorial development of the site. The Managing Editor will be responsible for organizing and finalizing the article posting/assignment schedule for contributors, is the point of contact for all section editors, and is the first point of contact for new contributors. This includes:

1. Maintains spreadsheet of contributors contact information.
2. Keeps track of contributor pitches/assignments by maintaining spreadsheet of assignment schedule.
3. Manages meetings with section editors.
4. Creates new accounts. Maintains and distributes writer's editorial guidelines and style guide.
5. Answering e-mails/questions of new contributors.

### **Photo Editor**

The Photo Editor is responsible for managing overall editorial development of photography. The Photo Editor works with managing editor to maintain contact information and assignments to photographers and works with section editors to match photographers to story ideas submitted by contributors.

1. Manages individual photo assignments for photographers.
2. Develops ideas for photo essays.
3. Manages posting of photo essays to website.
4. Develops editorial guidelines for photographers.
5. Manages meetings of photographers.

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### **Section Editor**

The Section Editors manage the editorial development of 3-5 related topical "beats" and its contributors. The Section Editor serves as conduit between individual contributors, copy editors and managing editor. This includes:

1. Weekly collection of article assignments and pitch ideas from contributors, distributes to managing editor.
2. Edits content of individual articles of contributors, sends articles to copy editor/fact checker and approves article for posting.
3. Meets with photo editor to secure photography for each articles, when needed.
4. Manages meeting of section contributors.
5. Moderates message board and comments.

### **Copy Editor**

The Copy Editor is responsible for maintaining editorial consistency of the site. The position requires excellent attention to detail and timeliness. Copy editors should have regular, consistent access to Internet and expect 24-hour turnaround of articles.

1. Edits individual articles for grammar, punctuation and style.
2. Develops style guide with managing editor.
3. Alerts section editor when article is ready for approval to post.

### **Fact Checker**

1. Reads articles for factual accuracy.
2. Checks sources' quotes and factual attributions.

*Interested in fact checking or copy editing? E-mail Jim Lacy at [copy@chicago6corners.com](mailto:copy@chicago6corners.com)*

### **Web Developer**

1. Responsible for technical development of site.
2. Point of contact for technical questions and major layout changes.
3. Responsible for interpreting site interface and architecture, customizing visual look and feel of site.

*Essential Skills:*

HTML, XML, PHP, CSS, Javascript.

### **Graphic Designer**

Responsible for overall graphic look of site, including logos, color palette, and type face used for the website. The graphic designer will develop a graphics style guide for color, size of font face, etc. When necessary, the graphic designer will create graphs, charts, illustrations for individual stories.

### **Story/Contributor Scout**

Story Scouts are people interested in promoting C6C but who can make only a low-level time commitment. Story Scouts are responsible for being on the lookout and, when necessary, hunting in uncharted waters, for new story ideas and undiscovered contributor talent. Send ideas and new contacts to managing editor and, as appropriate, to section editors, photography editor, comics editor and calendar manager. Sleuths should aim to send 2-3 story ideas per week.

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