Job Description: Art Director

Overview

The Art Director directly oversees all of the art, photos, and illustrations that are printed in The Wake. The Art Director manages a group of artists, assigning all of the necessary images to them. He or she is responsible for providing any images or artwork that are not picked up by the artists, as well as other artwork for side projects as necessary. The Art Director is responsible for curating a consistent art aesthetic in the magazine, and should provide feedback to artists on how to make their work a better fit for the magazine in the instance that it is not. Additionally, the Art Director must attend all meetings and events related to The Wake.

Job Responsibilities

- Manage and assign work to The Wake’s artists
- Create art, illustrations, and photos for print (including cover images), flyers, and other uses
- Curate a consistent art aesthetic in the magazine, providing feedback to artists on how to make their art fit in if necessary
- Communicate with Editor-in-Chief and designers about finished artwork
- Attend all meetings and activities related to The Wake

Additional Goals

- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake’s journalistic integrity
Job Description: Business Manager

Overview

The Business Manager acts as a financial, public relations and advertising, and human resources officer for The Wake. The Business Manager keeps track of the budget, while also tracking staff timesheets and the payroll. He or she assists in all hiring decisions and evaluates the performance of employees. The Business Manager is the professional public face of The Wake, and must prepare all financial presentations and represent The Wake on the Minnesota Student Association.

Job Responsibilities

- Keep track of staff timesheets and write payroll checks
- Manage The Wake’s budget and finances
- Attend all editorial meetings, wherein keeping track of attendance numbers and taking notes
- Collaborate in organizing events, such as anniversary concert, street team activities, and The Wake’s U of M Homecoming Parade float, with other staff members
- Develop and execute advertising strategy
- Coordinate regular staff meetings with Business Manager and Managing Editor
- Represent The Wake on the Minnesota Student Association

Additional Goals

- Increase The Wake’s involvement with the University of Minnesota campus, students, and student groups
- Promote active leadership by The Wake staff members, including involvement in the Wake Warriors street team
- Re-establish The Wake’s journalistic integrity
- Develop framework for a symbiotic and professional staff
Job Description: Cities Editor

Overview

The Cities Editor directly oversees the Cities section of The Wake. The Cities Editor keeps in close contact with writers and Managing Editor, checking in with them at least once during every week of the biweekly production cycle. He or she is responsible for maintaining the journalistic integrity of The Wake by fact checking and copy editing the rough drafts of every article using AP style. The Cities Editor must pitch article ideas at the editorial meetings, and in doing so must give equal attention to news and issues on campus and in the Twin Cities. Additionally, the Cities Editor is responsible for participating in all meetings and events related to The Wake, as well as contributing article content.

Job Responsibilities

- Assist writers with articles (if necessary) and keep them on deadline
- Correspond with Managing Editor on weekly editor status
- Copy edit and fact check articles after each submission using AP style
- Attend all meetings and activities related to The Wake
- Pitch article ideas at every staff meeting
- Write articles and collaborate in writing feature stories when needed

Additional Goals

- Give equal coverage to news on campus and in the Twin Cities
- Increase The Wake’s campus involvement by pitching articles that engage with student groups and events
- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake’s journalistic integrity
Job Description: Designer

Overview

The Designer assists in the production of every issue of The Wake. The Designer works with the team of designers, coordinating shifts and designating work over the last week of the production period. He or she shares responsibility in assembling the issue, and must also add images, diagrams, etc. when necessary. The Designer is responsible for maintaining a consistent design aesthetic in the magazine.

Job Responsibilities

- Design and assemble every issue
- Create images, flyers, advertisements, etc. when necessary
- Curate a consistent design aesthetic in the magazine, providing feedback to designers on how to make their art fit in if necessary
- Communicate with Production Manager and Art Director about finished artwork

Additional Goals

- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake’s journalistic integrity
Job Description: Managing Editor

Overview

The Managing Editor directly oversees the editorial operations of The Wake. The Managing Editor keeps in close contact with the editors, checking in with them at least once during every week of the biweekly production cycle. He or she is responsible for maintaining the journalistic integrity of The Wake by fact checking and copy editing the final drafts of every article. The Managing Editor also must have a keen eye for AP style, and must give feedback to the section editors on their editing technique. Additionally, the Managing Editor is responsible for participating in all meetings and events related to The Wake, as well as contributing article content and ideas.

Job Responsibilities

• Keep section editors on track with weekly emails
• Correspond with Editor-in-Chief on weekly editor status
• Copy edit and fact check final drafts of articles
• Give feedback to section editors on their editing technique
• Attend all meetings and activities related to The Wake
• Send out budget emails
• Coordinate regular staff meetings with Business Manager and Managing Editor
• Contribute ideas for themed issues, feature stories, and articles
• Write articles and collaborate in writing feature stories when needed

Additional Goals

• Increase The Wake’s involvement with the University of Minnesota campus, students, and student groups
• Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
• Re-establish The Wake’s journalistic integrity
Job Description: Production Manager

Overview

The Production Manager directly oversees the production of every issue of The Wake. The Production Manager manages the team of designers, coordinating shifts and designating work over the last week of the production period. He or she shares responsibility in assembling the issue, and must also add images, diagrams, etc. when necessary. The Art Director is responsible for maintaining a consistent design aesthetic in the magazine, and should provide feedback to designers on how to make their work a better fit for the magazine in the instance that it is not. Additionally, the Production Manager is responsible for sending the magazine to the printers and ordering copies.

Job Responsibilities

- Manage and assign work to The Wake’s designers
- Design and assemble every issue
- Create images, flyers, advertisements, etc. when necessary
- Curate a consistent design aesthetic in the magazine, providing feedback to designers on how to make their art fit in if necessary
- Communicate with Editor-in-Chief and Art Director about finished artwork

Additional Goals

- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake’s journalistic integrity
Job Description: Sound & Vision Assistant Editor

Overview

The Sound & Vision Assistant Editor is key in the production of the Sound & Vision section of The Wake. The Sound & Vision Assistant Editor collaborates with the Sound & Vision Editor on biweekly Q&As, having each one prepared in a timely manner. He or she is responsible for maintaining the journalistic integrity of The Wake by assisting with fact checking and copy editing the rough drafts of articles using AP style. Additionally, the Sound & Vision Editor is responsible for participating in all meetings and events related to The Wake, as well as contributing article content and ideas.

Job Responsibilities

- Collaborate with Sound & Vision Editor on biweekly Q&As
- Assist in fact checking and editing articles using AP style
- Attend all meetings and activities related to The Wake
- Pitch article ideas at every staff meeting
- Write articles and collaborate in writing feature stories when needed
- Plan and coordinate The Wake's fall and anniversary concert

Additional Goals

- Broaden the scope of artists featured in The Wake's Q&As by reaching out to emerging national artists, as well as other well-respected creative minds in the local community
- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake's journalistic integrity
Job Description: Sound & Vision Editor

Overview

The Sound & Vision Editor directly oversees the Sound & Vision section of The Wake. The Sound & Vision Editor keeps in close contact with writers and Managing Editor, checking in with them at least once during every week of the biweekly production cycle. He or she is responsible for maintaining the journalistic integrity of The Wake by fact checking and copy editing the rough drafts of every article using AP style. The Sound & Vision Editor is also responsible for scheduling and writing the Q&A for every issue in tandem with the Sound & Vision Assistant Editor. Additionally, the Sound & Vision Editor is responsible for participating in all meetings and events related to The Wake, as well as contributing article content and ideas.

Job Responsibilities

- Assist writers with articles (if necessary) and keep them on deadline
- Correspond with Managing Editor on weekly editor status
- Copy edit and fact check articles after each submission using AP style
- Attend all meetings and activities related to The Wake
- Pitch article ideas at every staff meeting
- Write articles and collaborate in writing feature stories when needed
- Plan and coordinate The Wake’s fall and anniversary concert

Additional Goals

- Broaden the scope of artists featured in The Wake’s Q&As by reaching out to emerging national artists, as well as other well-respected creative minds in the local community
- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake’s journalistic integrity
Job Description: Voices Editor

Overview

The Voices Editor directly oversees the Voices section of The Wake. The Voices Editor keeps in close contact with writers and Managing Editor, checking in with them at least once during every week of the biweekly production cycle. He or she is responsible for maintaining the journalistic integrity of The Wake by fact checking and copy editing the rough drafts of every article using AP style. The Voices Editor must pitch article ideas at the editorial meetings, and in doing so must curate a healthy balance between serious and worldly articles, and lighthearted pieces. Additionally, the Voices Editor is responsible for participating in all meetings and events related to The Wake, as well as contributing article content.

Job Responsibilities

• Assist writers with articles (if necessary) and keep them on deadline
• Correspond with Managing Editor on weekly editor status
• Copy edit and fact check articles after each submission using AP style
• Attend all meetings and activities related to The Wake
• Pitch article ideas at every staff meeting
• Write articles and collaborate in writing feature stories when needed

Additional Goals

• Find a balance between serious news topics and quirky, trademark Wake-esque themes
• Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
• Re-establish The Wake’s journalistic integrity
Job Description: Web Assistant

Overview

The Web Assistant is responsible for the online presence of The Wake. The Web Assistant is responsible for uploading new content in a timely manner, and assisting in updating the website layout, and fixing problems on the website as they arise. The Web Assistant must maintain close contact with the Web Manager and Social Media Manager, sending him or her links to articles as they are uploaded and collaborating on other online projects as necessary.

Job Responsibilities

- Upload new articles in a timely manner
- Update website layout and perform regular web maintenance
- Maintain a consistent design aesthetic online
- Communicate with Social Media Manager about newly uploaded content

Additional Goals

- Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
- Re-establish The Wake's journalistic integrity
Job Description: Web Manager

Overview

The Web Manager is responsible for the online presence of The Wake. The Web Manager is responsible for uploading new content in a timely manner, updating the website layout, and fixing problems on the website as they arise. The Web Manager is responsible for maintaining a consistent design aesthetic online. The Web Manager must maintain close contact with the Social Media Manager, sending him or her links to articles as they are uploaded and collaborating on other online projects as necessary.

Job Responsibilities

• Upload new articles in a timely manner
• Update website layout and perform regular web maintenance
• Maintain a consistent design aesthetic online
• Communicate with Social Media Manager about newly uploaded content

Additional Goals

• Be an active leader of The Wake by contributing ideas, attending meetings, and participating in Wake Warriors
• Re-establish The Wake's journalistic integrity