



MONTANA KAIMIN NEWSROOM APPLICATION

Every applicant must attach the listed work samples and a 100-200 word essay describing why you want to work for the Kaimin. Reporter applicants should also include two specific ideas of how we can improve our coverage.

BASIC INFORMATION

Name _____ Major(s) & Graduation date _____

Current Address _____

Phone Number _____ Email Address _____

SKILLS & INTERESTS

Please check which position(s) you are applying for:

Check here if you have worked for the Kaimin before.

Reporter (Section preference: _____)
(Attach three to five writing samples. If they're from a class, submit the unedited version.)

Photographer & Multimedia Reporter
(Attach a CD with 20 images and two multimedia or video stories.)

Columnist
(Attach two writing samples and a short description of your proposed theme.)

Copy Editor
(You will need to schedule an editing test.)

Videographer
(Attach a CD with three video or multimedia stories.)

Page Designer
(Attach five design samples.)

Cartoonist and/or Graphic Artist
(Attach five drawing samples—can be digital—and, if you choose, one sample of your animated work.)

Editor (Section preference: _____)
(In your essay, include any goals you have for the Kaimin. Also, please attach two work samples: Design=page ideas, News=writing samples, etc.)

EXPERIENCE

List any relevant job experience you have for this position:

List all your relevant classes and the grade you earned:

REFERENCES

Name & Title _____ Phone Number _____ How long they've known you _____

MONTANA KAIMIN JOB DESCRIPTIONS

The following job descriptions are subject to change and can be tailored to best fit the skills of each staff.

NEWS

Editor

Responsible for managing the news staff, including helping reporters flesh out story ideas as well as editing stories for content and style. News editors also must be able to direct breaking news coverage. They budget pages and handle evolving stories during day shifts as well as work with copy editors and page designers during night shifts.

Reporter

Responsible for pitching and writing 2-3 news or news feature stories each week, generally 400-800 words each. Beats include ASUM, campus administration, budget, cops & courts, city, science, environment, diversity and non-traditional students. Also must be prepared to write breaking news stories as assigned by an editor. Reporters are encouraged to pitch ideas for long term projects or a Friday Kaimin feature story.

Copy Editor

Responsible for maintaining consistent written and visual styles for the paper. Edit copy for typographical and style errors as well as work with section editors to identify and correct poor story organization or clarity. Also responsible for double checking spellings of proper nouns, consistency between stories and captions, accurate dates and phone numbers as well as design styles. Must have great attention to detail and familiarity with AP style.

SPORTS

Editor

Responsible for managing the sports staff, including helping reporters flesh out story ideas as well as editing stories for content and style. Must be able to write and edit on a tight deadline for gamers and help reporters develop skills related to beat reporting. They budget pages and handle evolving stories during day shifts as well as work with copy editors and page designers during night shifts.

Reporter

Responsible for pitching and writing 2-3 sports stories each week. Reporters are assigned beats and expected to develop original news and feature ideas as well as write gamers on tight deadlines. They also are encouraged to pitch ideas for long term projects or a Friday Kaimin feature story.

ARTS & CULTURE

Editor

Responsible for managing the news staff, including helping reporters flesh out story ideas as well as editing stories for content and style. Must be able to help reporters develop skills related to beat reporting and learn to appropriately flex their writerly voice. They budget pages and handle evolving stories during day shifts as well as work with copy editors and page designers during night shifts.

Reporter

Responsible for pitching and writing 2-3 arts or culture stories each week. Reporters may be assigned beats and are expected to develop original news and feature ideas as well as cover events on tight deadlines. A strong narrative voice and passion for the arts are a must. They also are encouraged to pitch ideas for long term projects or a Friday Kaimin feature story.

PHOTOGRAPHY & MULTIMEDIA

Editor

Responsible for managing the photography staff. Must work with other editors to budget stories and pages. Gives assignments to photographers and helps flesh out original ideas for photo stories and multimedia pieces. Also must work with the online editor and videography staff to assign and develop stories and exclusive content for the web. Must be able to edit photos and videos on deadline and maintain a consistent print quality.

Photographer and multimedia reporter

Responsible for making photographs to accompany stories written from each section of the paper. Must be able to shoot, edit and write captions on tight deadlines. Will work with editors to execute photo stories and multimedia pieces. Familiarity with video is a plus.

Videographer

Responsible for producing videos to complement or supplement stories written from each section of the paper as well as reporting original stories as online exclusives. Must be able to shoot, edit and write summaries on tight deadlines.

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DESIGN

Editor

Responsible for updating the Kaimin design each fall and managing the design staff. Must work with other editors to budget pages and work with copy editors to maintain consistent written and visual styles. Assigns pages to individual designers and oversees their growth. Also must work with the photo editor to maintain a high visual standard for the paper and to develop cover ideas for special issues. Must have a strong design vision that is forward thinking and reader oriented.

Designer

Responsible for laying out pages and maintaining the Kaimin's consistent written and visual styles. Works with copy editors to correct mistakes, section editors to write headlines and the photo staff to choose images. Will be expected to flex some creative muscle to design spreads, covers and features. Graphic design skills are a plus.

OPINION

Columnist

Write a weekly column of 400-500 words within a set theme. Must possess a strong voice that illicit a reader response, whether it's laughter or thoughtful thinking. The best incorporate original reporting into their arguments.

Cartoonist/Graphic Artist

Draws -- literally or digitally -- an editorial cartoon once a week. Depending on interest and skill might also be asked to manage a weekly cartoon series, create graphics for features, illustrate covers of special issues or manage an online animated cartoon series.

ONLINE

Editor

A constantly evolving position that oversees and directs the paper's online presence. Works with each section to develop online exclusive content and tell stories in creative, interactive ways. Manages social media accounts, curates relevant wire stories on the website and posts each day's content as it breaks or after the print edition has been designed and edited. Coding and graphic design skills are a bonus.