Copy Editor

OVERVIEW

The **Copy Editor** are responsible for editing all written content on RenderQ's main website as delegated by the Editor-in-Chief. They conduct edits based on clarity, readability and accuracy. They are also responsible for fact-checking all content.

Primarily, copy-editors work to ensure all content meets RenderQ's journalistic and quality standards. They are responsible for upholding RenderQ's credibility through authentic, verifiable facts. They also work with Columnists and Contributors to ensure that all writing is easy to read, effective and that the writer's voice and intention are preserved, despite edits. **This position qualifies for a monthly stipend paid out through the academic quarters of Spring, Fall and Winter.**

Preferred skills include:
- Strong writing ability
- Consistent quality in writing and reporting
- Effective leadership
- Willingness to learn new skills
- Strong time management
- Experience with WordPress is a bonus

Specifically, Copy Editors will do the following:
- Work **two to three hours per week**. Of that, one hour must be served in the Student Media Center.
- Write one-two articles per week
- Pitch one story at weekly Contributor Meetings
- Copy-edit all written content on the website
- Assist with copy-editing for captions, videos, etc. when called upon
- Collaborate with columnists to ensure their writing is easy to read and representative of their intent

WHAT TO SUBMIT
Please submit the following in your application:
- Cover letter — clearly indicate which position you are applying for
- Three relevant portfolio examples — preferably writing
- Resume