

# IDAHO PRESS-TRIBUNE



**Position: Sports editor**

**Department: Editorial**

**Supervisor: Editor**

**FLSA Status: Exempt**

**Status: Full-time**

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## **Schedule**

The sports editor must work a flexible schedule of 40 or more hours per week. Is salaried and frequently called upon to work extra hours as needed. Applicants must be available for some scheduled and emergency work on evenings and weekends. Must be able to work some long days, early mornings and late nights.

## **Overview of Job Responsibilities**

The sports editor works in conjunction with other editors to produce a quality and timely daily product in print and on the web.

Works closely with editor and other editors to assure on-time press starts and accurate and complete news report; works with other departments in the newsroom and newspaper. Oversees sports staff. Participates in news and planning meetings. Manages monthly freelance and sports travel budgets.

The sports editor helps hire and evaluates sports staff in consultation with editor; works independently but is key link between editor and sports staff and must communicate circumstances beyond a normal situation; must be able to work with other departments within the newspaper; have good communication skills. Our products should reflect community standards and interests.

Must know the AP style book and possess good grammar knowledge; must be able to give direction to reporters and understand the news business; must be able to meet critical deadlines under intense pressure; must be able to use phones; needs management abilities to coordinate duties for special projects; must be able to use a variety of computer programs.

Must know how to effectively use social media, including Facebook, Twitter, Instagram, Snapchat and LinkedIn.

Must be able to learn the Idaho Press-Tribune's online content management system to successfully post photos, stories, videos and other digital content, fix problems on the website and update information on the website.

The sports editor manages our sports section and digital/print sports content. The ideal candidate will be self-motivated, possess effective presentation skills, creativity, strategic thinking, idea generator, good oral and written comprehension, and deductive reasoning. Must have a strong work ethic and ability to work well with other managers and willingness to lead by example.

## **Job Functions**

- Manage a team of staff reporters who are covering local sports, including professional, college and high school in Ada and Canyon counties.
- Work with reporters and photographers to make sure photo requests are fulfilled
- Work with staff reporters and photographers to shoot video
- Edit raw video and produce short news videos
- Work with freelance photographers to assign photos
- Manage monthly sports freelance and travel budgets.
- Collaborate with media partners, including KBOI-TV, idahosports.com and other newspapers in the Adams chain.
- Develop community contacts.
- Protect confidential information and sources.

## **Technology Skills**

Proficiency in Microsoft Office, Word, Excel, PowerPoint, and Outlook is required. Proficiency in Adobe Creative Suite, especially InDesign, is required. Proficiency in video editing software is preferred. Working proficiency with social media and most web environments. The ability to learn and teach others new software programs or digital process is paramount.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

## **Minimum Qualifications**

Successful applicants should meet the following qualifications:

- Bachelor or other four-year degree in journalism, communications or a related field, or possess the skills necessary to perform the job
- Prior sports experience
- Must be able to type; use a phone and a computer mouse
- Valid driver's license and proof of insurance

## **Preferred Qualifications**

Additional preferred skills and qualifications include:

- Work experience in several computer programs
- Fluency in written and spoken Spanish
- College internships
- College and high school newspaper experience
- Web, Internet experience
- Video editing experience

## **Essential Functions**

Applicants must be able to perform the following essential job functions with or without a reasonable accommodation:

- Understand customer service needs
- Must present self as a professional member of the newsroom and dress accordingly
- Read, write and speak English at a professional level
- Observe, memorize, record and recall detail
- Sit for extended periods of time at a desk
- Maintain a calm, objective and professional demeanor in adverse or emergent circumstances

- Compose, edit and proof clear and accurate stories under strict deadlines
- Perform mathematical calculations at a high school or more advanced level
- Perform research using library, archive and other resources
- Investigate, assemble and analyze complicated fact patterns
- Type and perform other word processing functions accurately and efficiently on desktop and portable computer equipment
- Communicate effectively over a telephone
- Interact successfully with others in an interview setting
- Accept written and verbal direction from supervisors
- Give good written and verbal direction
- Work successfully with others in a busy office environment
- Work a flexible and sometimes long schedule requiring periodic evening and weekend work
- Maintain regular attendance

### **Additional Job Functions**

- Plan and direct photography to accompany stories
- Plan and direct videography to accompany stories
- Investigate and make recommendations for the purchase of photo and video equipment
- Organize some activities or news reports
- Possess organization and management skills
- Possess supervisory skills
- Serve on newsroom operation team, attend weekly meetings and write monthly reports
- Conduct training and evaluate subordinates
- Learn budgeting and management aspects of job for personal development
- And other duties as assigned

### **Work Environment**

Sports Editor must be able to work in a busy office, work long stints and late nights under extreme deadline. Must be able to drive to situations in our coverage area to communicate with readers, attend community meetings and evaluate situations.

An essential function of this position is that the employee must be able to handle high levels of stress and be congenial and courteous with other employees and customers at all times. Having a positive attitude, being helpful, friendly and pleasant are all critical components of this position.

### **Company Policy**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other departments to cover absences or relief, to equalize peak work periods or otherwise to balance the work load. Employee may be called upon by management to perform other duties as assigned.

While in any public or digital social environment all employees must acknowledge that they represent, directly or indirectly, the newspaper and should do so in a professional, courteous and socially acceptable manner at all times.

All employees are expected to maintain a professional appearance, in their personal presentation, hygiene and attire. Clothes should be neat and clean, avoiding extremes in fashion and fit. Employees are encouraged to use company-provided safety and ergonomic equipment, including, but not limited to, wrist rests, lifting belts, hearing protection, eye protection, rubber gloves, copy stands, floor mats, etc.

Employee Acknowledgement of Receipt

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OFFICE MANAGER

\_\_\_\_\_  
DATE