

DAILY TROJAN WHAT YOU CAN DO » STAFF & EDITING POSITIONS

AWARD-WINNING INDEPENDENT STUDENT NEWSPAPER OF THE UNIVERSITY OF SOUTHERN CALIFORNIA SINCE 1912

Undergraduate and graduate students of all majors are encouraged to apply to the *Daily Trojan*. Previous newspaper experience is helpful but not required for starting positions. Applications available at www.dailytrojan.com/apply. Email questions to dailytrojaneic@gmail.com.

NEWS

Assistant City Editor — Assist editors with page layout, social media and story ideas through weekly production shifts. Also responsible for writing articles, contributing to breaking news coverage and pitching article ideas.

News Beat Writer — Cover a specific subject within the campus community, such as student government, scandal, USC administration or Greek life. Create contacts, pitch stories and write briefs and longer form pieces related to your beat.

News Staff Writer — Cover general news assignments, pitch articles and write at least one each week. Contribute to breaking news coverage as needed.

ARTS & ENTERTAINMENT

Assistant A&E Editor — Aid the a&e editor in page layout, with social media captions and other responsibilities as needed through weekly production shifts. Responsible for contributing articles, especially ones with a strict deadline such as reviews or listicles. May also be responsible for helping with editing stories.

A&E columnist — Cover a specific subject within the campus community, such as student government, scandal, USC administration or Greek life. Create contacts, pitch stories and write briefs and longer form pieces related to your beat.

A&E Beat Writer — Responsible for covering a certain topic within the realm of arts & entertainment, such as movie/music/TV reviews, concerts/events, listicles, art galleries/museums, profiles or literature.

A&E Staff Writer — Cover general arts & entertainment content at least biweekly. Also responsible for pitching stories at least once a week.

SPORTS

Assistant Sports Editor — Work with the sports editors to assist with day-to-day and production tasks. Responsibilities include helping with breaking news, writing social media captions and assisting with production duties as directed by the sports editors. Will occasionally be asked to edit stories. Expected to contribute articles more frequently than staff writers.

Sports Columnist — Write an original column relating to sports once every week or every other week on a set day of the week. Columns will stick to a consistent theme throughout the semester and must include original argumentation and reasoning.

Sports Beat Writer — Cover a specific team, theme or area of USC Athletics throughout the semester in groups of several writers. Beat writers are responsible for covering and attending home games and practices, coordinating interviews for away games and occasionally writing feature stories as assigned by editors.

Sports Staff Writer — Includes beat writers. Staff writers not assigned to beats will be able to pick up unclaimed assignments when necessary. Opportunities for staff writers are more limited than those for beat writers.

OPINION

Assistant Opinion Editor — Work with the opinion editor to coordinate assigned day's duties, such as page layout. May help with editing content for the section with the opinion editor's discretion.

Opinion Columnist — Write a biweekly opinion article within the realm of a specific theme (i.e. urban planning, politics, mental health).

Opinion Staff Writer — Pitch and write opinion articles relevant to college students and the USC community.

Cartoonist — Pitch and produce a biweekly, four-scene comic within a specific theme (i.e. African American Microaggressions).

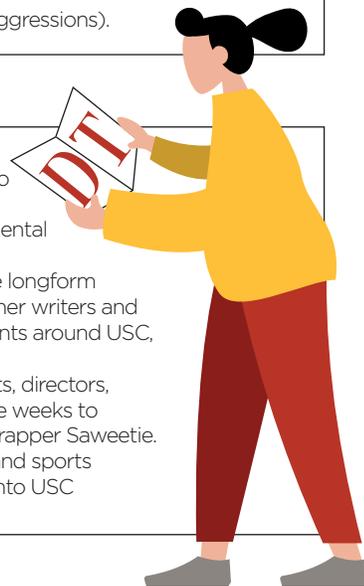
FEATURES

News Features Writer — Work directly with the features editors to produce short-term or long-term content that looks deeper into a specific issue affecting USC and surrounding communities. News features writers are required to contribute at least one feature biweekly, although this may vary given the length of the feature. Possible topics of exploration include USC administration innerworkings, gentrification, sustainability and environmental justice and mental health.

Investigative Features Writer — Similar to news features writers, investigative features writers will work to produce longform features content within the news section throughout the semester. Investigations may require collaboration with other writers and will be produced within a longer time frame, usually a month. Possible topics include Greek life, housing developments around USC, looking into various scandals, etc.

A&E Features Writer — Work directly with the features editors to produce in-depth profiles of USC creatives (artists, directors, musicians, etc), whether alumni or current students. These longform stories will take anywhere from a week to three weeks to produce. Past topics have also included features on local restaurants, the California African American Museum and rapper Saweetie.

Sports Features Writer — Write longform content for the sports section under close supervision of both features and sports editors. Possible topics of exploration include in-depth student-athlete and athletic director profiles, investigations into USC Athletics and the fallout of the college admissions scandal.



DAILY TROJAN WHAT YOU CAN DO » PRODUCTION AND OUTREACH

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COPY

Deputy Copy Editor — Take slightly longer shifts (2-3hr) and work directly with the chief copy editors to coordinate rounds of copy with staff copy editors. Sign up for the breaking news copy team that will be on call to copy edit a breaking news story should it arise. Edit and review articles for AP Style, grammar, spelling and clarity in 1.5 hour shifts. Attend workshops hosted by the chief copy editors.

Copy Editor — Edit and review articles for AP Style, grammar, spelling and clarity in 1.5 hour shifts. Attend workshops hosted by the chief copy editors.

DESIGN, PHOTO, ART, VIDEO

Designer — Work with the design director and various section editors to coordinate special layout and/or graphic design elements for print stories and online projects.

Photographer — Shoot arts & entertainment, news, sports or other events as assigned by photo editors. Photographers will have more frequent opportunities in specified areas of interest.

Art — Work with the art director and section editors to create illustrations to accompany articles, usually within the opinion and arts & entertainment sections.

Videographer — Responsible for the collection of footage and editing related to their assigned project, whether that be long-form features (i.e. Village Cobbler) or shorter clips (week in review). Once first edits are done, coordinate with the video director and digital managing editor for final edits. Work with and submit pitches to the video director on potential projects.

Beat Videographer — Responsible for the collection of footage and editing related to their assigned beat, including news, arts & entertainment, sports, social and features. Work with the video director and digital managing editor at the beginning of the semester to lay out ideas and the timeline of projects. Once first edits are done, coordinate with the video director and digital managing editor for final edits. Work with and submit pitches to the video director on potential projects.

ONLINE

Social Media Staffer — Work with social media director to review social copy, plan stories and Instagram posts (including week in review and breaking news), conduct research for the archive project and help coordinate social media plans for outreach at the beginning of the semester.

Deputy Online Projects Editor — Take the lead or work directly with the online projects editor to complete the publishing of long-term projects (such as supplement) on external/Daily Trojan sites. Coordinate with the features team to gauge the need for advanced WordPress layout on feature stories and assist the online editor/digital managing editor in publishing. Participate in meetings with the online projects editor and other sections to facilitate planning and coordination on projects.

Assistant Online Projects Editor — Work with the online projects editor to complete the publishing of long-term projects (such as supplement) on external/Daily Trojan sites. Coordinate with the features team to gauge the need for advanced WordPress layout on feature stories and assist the online editor/digital managing editor in publishing. Be able to help with Wordpress bugs/fixes on a rotating schedule.

DIVERSITY & INCLUSION

Deputy D&I Director — Work with the diversity & inclusion director to form relationships with cultural organizations and other groups on campus and ensure a more meaningful effort to tell stories that reflect and include the diversity of USC and the surrounding community.

WELLNESS & OUTREACH

Deputy Wellness Director — Work with the wellness & outreach director to plan events and activities to improve team-bonding and staff wellness. Assist with outreach materials to improve staff recruitment efforts.

PAYMENT

All staff members are paid per piece published in the Daily Trojan. All staff are evaluated by the editors.

HOURS

Time commitments vary among sections and positions, but can range from a few hours a week to a maximum of 15-20.

REQUIREMENTS

The Daily Trojan requires sample work for all positions, including outlining equipment for certain staff positions such as photo and video, and a willingness to learn! All DT sections will host weekly, biweekly or monthly mandatory meetings (frequency dependent on the section). DT will also host workshops, panels and other social events on various topics of interest that we encourage all staffers to participate in!