



# Job Descriptions 2023-2024

## Contributing Writer/Photographer (Contributor)

Students who are unsure about committing to *In Motion* are invited to contribute stories and photographs at their leisure. This could be once or twice a semester, once or twice a year. Writers must attend meetings during the editing process of their work, at the very least. Photographers must attend at least one meeting either to provide or contribute to the captions before publication. Because contributors might be inexperienced with journalistic deadlines, they will not be held fully accountable for missing deadlines, but they will be encouraged to adhere to them just like staff members. Contributors are ineligible to participate in any off-campus events or receive scholarships, but they are encouraged to earn badges (see [Badges](#) below) and become staff members.

## Social Media Manager

The social media manager publishes all stories to at least one of the social media accounts (Twitter, Facebook, and Instagram) within a few days of being published on the website. The manager also assists with advertising for the newspaper, both virtually and in person. This person will also be expected to help grow the follower base for each account and can pitch ideas to assist with that growth. This person might also be asked to assist *Aeolus* with its social media accounts.

## Staff Writer

Staff writers have written at least five articles for *In Motion* and are held to a higher standard for their work. They must adhere to deadlines and are eligible to earn additional badges such as specialized writing, caption writing, headline writing, and editing. Staff writers are required to write at least one story per month, at the least, and attend two meetings per month, on average. Staff writers are given their own WordPress account and publish their own stories upon approval. All staff writers are eligible for off-campus events and in-state travel, but high-performing writers are eligible for scholarship (if they publish more than one story monthly and consistently) and possibly out-of-state travel (for extraordinary work at a prolific rate).

## Staff Photographer

Much like staff writers, staff photographers are held to a higher standard. After providing images for five stories, they are expected to produce images for at least one story per month but are encouraged to do more. Staff photographers are required to attend two meetings per month, on average. They also must adhere to deadlines and are eligible to earn additional badges such as caption writing, photography specialist, and headline writing. All staff photographers are eligible for off-campus events and in-state travel, but high-performing writers are eligible for scholarship (if they take photos for multiple stories consistently) and possibly out-of-state travel (for extraordinary work at a prolific rate).

## Managing Editor

Students who are credentialed in at least one genre of specialized writing, editing, caption writing, and headline writing are eligible to serve as managing editors. Managing editors work with the editor in chief to ensure the success of the newspaper by doing the following: (1) managing the story budget, (2) encouraging staff writers to meet deadlines, (3) helping with recruiting and hiring of staff

members, (4) evaluating staff performance each semester, (5) assisting the editor in chief in ensuring that all aspects of the paper are covered, especially when stories need to be written, (6) publishing stories from contributing writers, and (7) writing at least two stories per month. Managing editors are eligible for off-campus events and in-state travel, special assignments like concerts, 12-credit hour tuition reimbursement every semester, and travel to New York City for the annual College Media Association conference. They must have at least a 3.3 GPA.

### Editor in Chief

Students who are credentialed in at least two genres of specialized writing, editing, caption writing, and headline writing are eligible to serve as editors in chief. The editor in chief is unequivocally the top of the chain of command and does the following: (1) assist the advisor with facilitating weekly meetings, (2) enforce deadlines, (3) help with recruiting and hiring of staff members, (4) evaluate staff performance each semester, (5) make coverage plans and come up with story ideas when the team struggles to do so, (6) ensure that all aspects of the paper are covered, (7) write at least two stories per month, (8) edit stories, (9) publish stories from contributing writers, and (10) assist the advisor in getting the word out about *In Motion*, including participating in monthly college events. Editors in chief are eligible for off-campus events and in-state travel, special assignments like concerts, 12-credit hour tuition reimbursement each semester, and travel to New York City for the annual College Media Association conference. Also, the EIC is usually nominated for end-of-year recognition. They must have at least a 3.3 GPA.

### All *In Motion* Staff

\*Please note that dual-enrolled students are not eligible for any travel opportunities and most off-campus events, unfortunately.

\*\*Top performing students are considered for Student Club recognition at the end-of-year banquet, and high-achieving, top performing students are recognized by the Florida College System Activities Association for their achievements at the end of the year (All-Academic Team Award). Last, outstanding students are recognized by the Florida College System Publications Association for their exceptional contributions to *In Motion* in any given month (FCSPA Student of the Month Award).

## Badges

The following are badges to be earned during your time at *In Motion*. Earning credentials can lead to more opportunities, including scholarship (tuition reimbursement) and in-state and out-of-state travel.



### Arts and Entertainment Writing

Demonstrates proficiency in arts and entertainment writing

How to earn: Publish five articles in this genre



**Caption Writing**

Demonstrates proficiency in caption writing  
How to earn: Provide captions for ten images



**Editing**

Demonstrates proficiency in editing stories  
How to earn: Edit five stories in any genre



**Editor in Chief**

Demonstrates proficiency in writing for at least 2 genres, headline & caption writing, and editing  
How to earn: Must be invited to assume the role of editor in chief



**Features Writing**

Demonstrates proficiency in features writing  
How to earn: Publish five articles in this genre



**Headline Writing**

Demonstrates proficiency in headline writing  
How to earn: Generate five headlines for stories in any genre



**Managing Editor**

Demonstrates proficiency in writing for at least 1 genre, headline & caption writing, and editing  
How to earn: Must be invited to assume the role of managing editor



**News Writing**

Demonstrates proficiency in news writing  
How to earn: Publish five articles in this genre



**Opinion Writing**

Demonstrates proficiency in opinion writing  
How to earn: Publish five articles in this genre



**Photography Specialist**

Demonstrates proficiency in photography within a genre  
How to earn: Photograph images for five stories in one genre only



**Sports Writing**

Demonstrates proficiency in sports writing  
How to earn: Publish five articles in this genre



**Staff Member**

Demonstrates a commitment to *In Motion*  
How to earn: Publish five stories in any genre or provide images for five stories in any genre



**STEM Writing**

Demonstrates proficiency in STEM writing  
How to earn: Publish five articles in this genre