

## Managing Editor

### ***The Bedford Citizen* (Bedford, MA)**

Founded in 2012, the mission of *The Bedford Citizen* is to encourage and engage informed citizen participation in the life of our community. *The Citizen* reports news of local significance including in particular the actions of the decision-making bodies of our town. We provide objective information both on discussions taking place and the processes that govern if, when, and how subsequent actions may be taken. We cover a wide variety of cultural and civic events as well. *The Bedford Citizen* is a member in good standing of both the Institute for Nonprofit News (INN) and Local Independent Online News (LION). We are looking for a Managing Editor with the vision and creativity to help lead us into our second decade with fresh thinking, a keen eye for what constitutes excellent local reporting, and a commitment to the highest standards of journalism.

### **Your Role**

As the Managing Editor, you will lead the Editorial Committee to develop the weekly content and the overall direction of *The Citizen*. A collaborative leadership style will be essential to interacting successfully with a variety of stakeholders including paid staff, volunteers, and readers. Ideally, you will bring an entrepreneurial spirit along with relevant journalism experience to craft a dynamic vision of what our community needs to know. It will be important for you to understand and reflect upon on how best to convey information in a world where the ways in which readers interact with the news are constantly changing. Being organized, deadline oriented, communicative, and above all, an enthusiastic participant in the continued development and sustainability of *The Citizen* are qualities you will need to thrive in this position.

As *The Bedford Citizen's* managing editor, you'll work closely with our Editorial Committee as well as our leadership to guide the direction of *The Citizen*. You'll work closely with reporters, stringers, and volunteers. The ideal candidate will be an entrepreneurial editor with experience producing local news with a vision for what our community needs to know. You're proactive, organized, deadline oriented, and communicative. You have sharp editorial judgment and take pride in knowing your coverage area inside and out. Your leadership style is collaborative, and you understand the boundaries between the organization and the people and government entities you cover.

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## What you will do

- Work with the Editorial Committee to manage coverage and ensure deadlines are met; plan, schedule, and assign weekly coverage and longer-term areas of focus
- Monitor the production/publication process
- Supervise/develop Community Reporter, Community Editor, Content Manager and stringers, including participation in annual performance reviews
- Report on (attend and cover) selected meetings and events
- Principal voice on what gets published and when
- Proofread stories and final layouts to ensure editorial and visual standards are upheld
- Oversee regular daily postings
- Edit and post the Sunday Summary
- Screen press releases; field calls from readers
- Ensure compliance with established editorial policies and procedures. Recommend changes to existing editorial policies as appropriate, and initiate development of new policies where indicated.
- Work with Website Task Group, including reviewing publishing and data tracking software
- Attend quarterly Board of Directors and monthly Executive Committee meetings

## Required Skills and Qualifications

- 5 or more years of journalism experience
- Excellent written and oral communication skills (*writing samples will be part of the application process*)
- Experience leading a small editorial team or significant project is desirable
- Demonstrated familiarity with local government processes and procedures
- Knowledge of job required tools and applications (WordPress, social media)

To apply please send the following to [jobs@thebedfordcitizen.org](mailto:jobs@thebedfordcitizen.org)

- **Your resume**
- **A cover letter sharing how your experience meets the requirements of this position**