



Emerald Media Group

Job Description

Emerald Special Sections -- Writers

At Emerald Media Group we are anything but ordinary. We look for a very specific personality and skill set in our employees.

At EMG, nothing is ever *good enough*. We're creators, innovators, entrepreneurs and our own worst critic. Every facet of our organization is constantly being reinvented and challenges the conventional. We identify quickly what doesn't work, and focus on finding out what does. We do things differently in an effort to "make college better." Better for the people that work for us as well as those who interact with us.

Failure motivates us. Problem solving energizes us. Experimentation fascinates us. Success drives us. When we've created something great, we move on and strive to create something better.

We are looking for hungry students, with a passion for the practice of modern media and journalism techniques, interested in helping us improve our digital growth on both the business and editorial sides of our media group. If you have a devotion to digital innovation and excellence, thrive in a fast paced environment and are as passionate about helping change the lives of the Emerald staff as we are about changing the lives of those around us, we want you.

Overview

The special sections writers will primarily be responsible for writing and producing content for our special sections and issues that come out periodically throughout the academic year. The writers will also assist in copy editing, writing copy for ads, writing scripts for video production, and other writing assignments that come up throughout the year.

Specific duties

- **Knowledgeable:** Understands the direction of the special sections and purpose of these products and how to write content that fits with the theme and subject matter. Also able to identify potential topics and help brainstorm creative ideas for writing assignments.
- **Adaptable:** Writers will need to be able to switch styles of writing based on needs of other departments within EMG. (e.g. Ad copy, script writing, social media, etc...)
- **Paperwork and Filing:** Will need to upload all content to specific location and file all accompanying materials in correct places on our server.

- **Deadlines:** Will be required to meet deadlines with written content for stories, information, and other materials as assigned.
- **Internal Meetings:** Has a weekly meeting to discuss upcoming projects, assignments and special sections with the Special Sections Editor. May also have other meetings with other department personnel to discuss writing opportunities that are above and beyond the scope of writing for special sections and issues.
- **Team Work:** Will work with other content creators to facilitate project goals. (e.g. photographers, designers, videographers, web developers, etc...)
- **Goals:** Develop compelling content for special sections, issues, and other specific needs that arise.
- **Other:** Other duties as assigned.

General Expectations:

- Must be a currently enrolled U of O student in good academic standing
- Must be able to balance class load with demands of the position
- Must have excellent communication skills
 - 24 hour response to email and phone calls
 - 2 weeks notices for absences and resignation
 - Relay client information to appropriate departments and personnel
 - Be able to articulate what EMG is and what it does
- Must be highly motivated and task oriented
 - Must be able to work independently, be a self starter and work little supervision
- Employees will be held accountable for deadlines, goals, and meeting objectives.
- Must have excellent time management skills
 - Highly organized and able to keep track of assignments and deadlines
- Punctuality (5 minutes early is on time)
- Attend meetings as assigned
- Keeping office hours (9 hours in the office every week, schedule agreed upon at beginning of each term)
- Handle mistakes professionally, quickly and efficiently (don't be afraid to say you were wrong and take ownership of the solution)
- Help each other out (at the end of the day this is all of our jobs -- carry the sandbags. "That's not my job" is NOT part of an EMG employee's vocabulary)
- Dress code: Must maintain a business casual or business professional appearance.
- When you're in the office, you need to be working on EMG-related business (no class projects or homework is allowed)

- Be a good ambassador for EMG. (you're always representing the brand while you're employed within the organization)

Emerald Expectations:

- Must be a creative thinker with a strong desire for innovation. EMG strives to be ahead of the curve and a thought leader invested in developing new trends and needs student leaders that embrace those goals and culture.
- The desire and understanding that ongoing research/education drives the mission of Emerald Media Group and its goal "To make college better."

Experience:

- A strong passion for media, digital media, sales & marketing and project management
- Ability to regularly meet and/or exceed goals, especially under tight deadlines
- Ability to work in a strong, team-driven environment
- A proven work ethic that shows a history of ownership/responsibility