

**The Rocky Mountain Collegian
Arts & Entertainment Director**

Description: The Arts & Entertainment Editor is a leader and student manager responsible for overseeing and directing the operations of the Collegian Arts & Entertainment desk. This person maintains a presence in the newsroom, and is actively engaged in the production of content and dedicated to the overall quality of the

Collegian’s digital and print products. The position requires a commitment of around 10 hours per week of work-related duties.

This position is a one-year appointment, contingent upon performance review or rehiring practice at the jurisdiction of the Editor in Chief.

An ideal candidate for this position has the following traits and qualities:

• Possesses a strong grasp on micro- and macro- editing; preference to candidates who have previously

taken copy editing, but not required.

• Thinks ahead and plans for success.

• Strong communication skills and an ability to make decisions under pressure.

• Effectively balances time commitments outside of work.

• Is actively engaged with, and has a strong understanding of, the local arts community.

• Responsive to newsworthy events and prioritizes timeliness.

• Possesses a strong understanding of journalist ethics and its application to covering arts, culture and

entertainment.

• Prioritizes teamwork to maintain an inclusive and professional culture on the desk.

**Managerial Responsibilities:**

• Holds weekly planning meetings for the desk.

• Keeps reporters accountable for content production through the implemented feedback system as well

as through direct communication.

• Plans an appropriate amount of content for the week and takes responsibility for the desk.

• Plans for multimedia coverage and packages, and communicates with the appropriate people in order

to maintain an engaging digital and print presence.

• Completes payroll for the staff in a timely and accurate manner.

• Attends daily budget meetings in order to communicate effectively with the Editorial Board.

• Communicates frequently with managing editors about problems that could disrupt production.

• Encourages and nurtures new reporters and coaches skills.



**Arts & Entertainment Specific Responsibilities:**

• Applies for media credentials to ensure reporters have access to all newsworthy events.

• Professionally communicates with prominent members of the University, City, and larger arts and entertainment community, in order to build credibility as a publication.

• Possesses a strong grasp on the AP style sections relevant for covering arts and culture.

• When relevant, helps to develop, or assigns, specific beats to reporters in order to cultivate strong relationships between sources and reporters.

**Compensation**: Compensation will be $15 per hour. Employees are encouraged to apply for University work study. Employee Benefit information through Colorado State can be found on HR’s Website: https://hr.colostate.edu/current-employees/benefits/. Colorado State University may conduct background checks on all final candidates.

*Rocky Mountain Student Media Corporation is committed to increasing the diversity of our staff and providing a culturally responsive work environment. We encourage applications from people of all backgrounds and abilities. While RMSMC is an independent corporation from the University, we embrace Colorado State’s Principles of Community to guide us in our educational mission.*

**Work Study Disclaimers:** Colorado State University may conduct background checks on all final candidates. Employee Benefit information through Colorado State University can be found on HR’s Website: <https://hr.colostate.edu/current-employees/benefits/>.

**To apply**: Submit a resume, cover letter and three relevant clips to aseibel@collegian.com with the subject line: “Collegian 2025-2026 Application: News Editor.” Interviews will be scheduled and held by the Editor-in-Chief. Be prepared to answer questions regarding the attributes and responsibilities listed above. Positions will be open until filled, with a final deadline of May 5. Priority application due April 23.

***About Rocky Mountain Student Media***

*Rocky Mountain Student Media Corp’s Mission:*

*● Providing CSU students with hands-on, real world training to develop the skills needed for successful post-college careers.*

*● Delivering news, entertainment, and engaging content to the CSU and Fort Collins communities.*

*For a full EOE and DEI statement (and for other corporate info) visit:* [*https://rmsmc.com/documents/*](https://rmsmc.com/documents/)

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