

Features Editor

The features editor will share the task of managing the features section with Front Office — writing and editing long-form articles that can be news-related or human interest stories.

The features editor will consistently look for ideas and pitches that could be features. It is important that the features editor has good judgement for what constitutes a feature article and knows what is appropriate to publish and what is not. They should proactively bring pitches to other editors and interns as well as help them brainstorm story ideas. They are expected to have regular meetings with the coordinating editors to determine what stories can be developed into features.

The features editor will be the first person to edit and approve feature pieces. They should be capable of editing all styles of articles and will be expected to provide detailed feedback on the drafts they receive from the writers. It's the features editor's responsibility to do regular check-ins with writers and ensure they are on track to meet deadlines.

Features can be a daunting task for editors in both length and depth, so it's up to the features editor to lead meetings and workshops — both one-on-one and with the masthead — to help people understand how to build a feature.

The features editor will have fewer daily writing responsibilities, allowing them to work on their own feature stories while mentoring and editing others' articles.

Full-time editors will be required to be in the office four days a week from 9:30 a.m. to 5:30 p.m. when they are not in class, and be available to work from home if necessary. Part-time editors will be required to be in the office three days a week.

Features editors are expected to produce a feature for each print issue, whether it's their own or another editor's.

These responsibilities are subject to change at Front Office's discretion. Other duties as assigned.

Required Skills:

- Strong editing and writing skills
- Basic knowledge of Canadian Press style
- Strong interest in current affairs, both within and outside Western
- Ability to communicate with a wide range of people
- Must be self-motivated and able to work independently
- Ability to tell stories that actively engage with our audience
- Strong organizational skills