

The Stinger Editor & Staff Application

2025-26 school year – Volume 51

In order to be considered for a staff position, you must complete this short application, obtain two recommendations, and sign up for an interview time slot. An interview sign-up sheet will be posted outside Room 321 (Ms. Ramirez) and Room 312 (Mr. Shaw). The application must be submitted in person to Room 321 or Room 312 or shared with editors Ayaan Shah (ashah25@eastpennsd.org) and Carina McCallum (cmccallum25@eastpennsd.org) by 2:25 p.m., March 11, 2025. You must sign up for an interview time slot by March 11 for either March 19 or 20 after school. Materials must be typed or written neatly. You may submit the application in a sealed envelope if you prefer. If you have any questions, please contact Ayaan Shah (ashah25@eastpennsd.org).

***Note:** No applicant, current editors included, is guaranteed a position. Applicants may be assigned positions other than the ones for which they applied. In that case, they will be informed before the new editor list is posted. New editors will be responsible for work on the final issue of the current year. Staff positions are not guaranteed. Editors may be removed or changed from position for unsatisfactory performance or incomplete work by the advisers after sufficient warning. Staff members may also be promoted for strong commitment by the Editor-in-Chief, Managing Editor, and advisers.*

Applicants for managing section editor positions must be planning to enroll in a journalism course in the 2025-26 school year. Enrollment in a journalism course is preferred and encouraged for deputy editors but is not required. However, mandatory Hornet Homeroom check-ins will be required weekly or bi-weekly.

Consider the editorial positions and their responsibilities listed below and then indicate your preference(s) in order (page 6):

- **Editor-in-Chief (Print)**

- Responsibilities:

- Proofread and edit *all* content in *The Stinger* prior to publication, whether it be in print issues or on stingerehs.com
- Lead the publication when print issues are being produced, as well as leading online publication
- Regularly meet with advisers
- Communicate with section editors on a regular basis
- Make sure the Budget is filled out and ready to go prior to the first week of print newspaper production
- Be at production every day, unless otherwise communicated
- Ultimately be responsible for the successful cooperation of the staff, compilation of the paper, long-term planning
- Leads editorial board meetings
- Ensures other editors are conducting necessary story and page-planning
- Can approve or veto stories and style changes
- Meets regularly outside of class with advisers and editors
- Is the first and last out of the room, maintains cleanliness and order as well as that of the physical space
- Represents staff publicly
- IS the model regarding deadlines, copy, production, etc.
- Primary writing responsibility is in-depth articles and sidebars

- **Managing Editor (Print)***

- Responsibilities:

- Proofread and edit *all* content in *The Stinger* prior to publication, whether it be print issues or on stingerehs.com.
- Help lead the publication with the Editor-in-Chief when print issues are being produced, as well as with the website.

- Be at production every day, unless otherwise communicated
- Help the Editor-in-Chief in making sure the Budget is filled out prior to the first week of production.
- Meets regularly outside of class with advisers and editors
- Ensures other editors are conducting necessary story and page-planning
- Primary writing responsibility is in-depth articles and sidebars

**The existence of a Managing Editor position is not guaranteed every year, but rather lies at the discretion of the advisers and interviewing committee based on a variety of factors.*

- **Multimedia Editor (stingerehs.com manager)**

- Responsibilities:

- Be a **content creator** and **innovator** in web design
- Be comfortable using SNO sites
- Increase interactivity with the website and work to increase readership
- Post stories on stingerehs.com
- Communicate with editors about what stories need to go online
- Ensuring that stories are read by EIC, Managing Editor, and advisers before running online (no random publishings)
- Start podcasts and other multimedia content and implement it across platforms

- **Social Media Editor (Instagram, X , Facebook, TikTok manager)**

- Responsibilities

- Be a **content creator** with ideas for **new content** exclusive to social media
- Post social media posts for stories that need to be promoted
- Communicate with editors about what stories need to be promoted
- Start podcasts and other multimedia content and implement it across platforms

- **Managing Editor of _____ (News, Opinion, Features, Arts & Culture, Sports)**

- Responsibilities:

- Put print newspaper budget together for respective section 2-3 weeks prior to pre-production.
 - Includes:
 - Stories
 - Writers
 - Photos/Art
 - Making sure writers meet deadlines
- Edit
 - Read your section's stories before anyone higher up does
 - Work with writers/artists/photographers when the content is not exactly what you were looking for
- Show up to print production after school (or during study halls, Hornet Homeroom, etc.)
 - **Should be there every day, unless otherwise communicated**
 - Create to-do lists for your section so everyone knows what's going on
 - Plan and layout pages (starting **before** production)
 - Finish laying out pages and export as PDF
- Communicate
 - Coordinate with photographers/staff writers
 - Communicate with the online team for stories within your section
 - Represent section to address questions/ideas/concerns with EIC/Managing Editor/advisers
 - Ensure stories are posted/running on the website after print production, stay in communication with Multimedia Editor
- Be on the lookout for current events/stories that your section needs to cover
- Assume responsibility for fact-checking all -figures, direct quotes, and attributions including name spelling
- Determine content for online budget. Decide what stories should also run online and determine stories solely for online content

- Maintain a folder of ideas for future stories
 - Work with deputy editors on the above responsibilities
 - Recognizes that there are extra hours and time required to meet deadlines
- **Deputy Editor of _____ (*News, Opinion, Features, Arts & Culture, Sports*)**
 - Responsibilities
 - Help managing section editor put the budget together
 - Edit stories when the managing editor does
 - Show up to production
 - Not as much pressure as managing, but should still **be there 2-3 times per week (minimum)**
 - Communicating back to managing (should not be texts or emails that are left unresponded to)
 - Be on the lookout for current events/stories that your section needs to cover
- **Photo Editor**
 - Responsibilities:
 - Work with section editors and photographers to make sure all events which need photography are covered by a photographer or Photo Editor
 - Ensure all photos have information included with them (photographer, date photo was taken, subjects in photo, etc.)
 - Lay out photo stories and write captions when necessary for print issues
- **Copy Editor/Fact Checker**
 - Responsibilities:
 - Look for empty stories on the budget (will likely say NEEDS WRITER) and communicate with section editors for what the expectation is for that story
 - Come to productions to read and edit pages
- **Staff Writer, Columnist, Podcaster (Please state if you have preferred section)**
 - Responsibilities:
 - Look for empty stories on the budget (will likely say NEEDS WRITER) and communicate with section editors for what the expectation is for that

story

- Come to productions to read and edit pages

- **Staff Photographer**

- Responsibilities:

- Work with writers, other photographers, and Photo Editor on stories that need photos
- Be prepared to cover events outside of school
- Work with Sports Photographer if needed to cover games

- **Sports Photographer**

- Responsibilities:

- Work with Managing and Deputy Sports Editors, Photo Editor, and other Sports Photographers to cover sports games throughout the year

- **Cartoonist/Illustrator**

- Responsibilities:

- Work with writers on stories that need art

- **Business/Advertising Manager**

- Responsibilities:

- Obtain advertisements from local businesses to place in the paper throughout the year
- Help with fundraising and keeping track of expenses

- **Diversity, Equity, and Inclusion (DEI) Team member**

- Responsibilities:

- Work with editors, other DEI members, writers, photographers, and advisers to ensure that members in the East Penn School District, as well as EHS community, are recognized, included, and given a voice, particularly within underreported communities, including but not limited to racially and ethnically diverse communities and LGBTQ+ community members

Name _____

Grade _____

Phone number _____

Requested position (Please list in order of preference):

1. _____

2. _____

3. _____

4. _____

Please rate your familiarity with each of these programs/systems on a scale of 1-5, with one being the lowest (I have no idea how to use this!) and five the highest (I *so* got this!).

- | | | | |
|---------------------------|-------|------------------------|-------|
| 1. Adobe InDesign | _____ | 6. Podcasting | _____ |
| 2. Adobe PhotoShop | _____ | 7. Mac computers | _____ |
| 3. Associated Press style | _____ | 8. SNO/WordPress Sites | _____ |
| 4. LightRoom | _____ | 9. Adobe Illustrator | _____ |
| 5. Canva | _____ | 10. Google Sheets | _____ |

Which, if any, journalism course are you planning to take in the 2025-26 school year? (Circle)

None Journalism 1 Journalism 2 Journalism 3 Journalism 4

Which, if any, journalism courses have you previously taken? (Circle)

None Journalism 1 Journalism 2 Journalism 3 Journalism 4

Based on your experiences as a writer on *The Stinger* staff, in journalism class, or in any other publishing situations, describe a story you wrote that you feel best reflects your strengths as a reporter/writer. If none of the above apply, attach a clip of your writing that best showcases your writing ability,

Please attach one **additional** writing sample or published clip. If you select photographer, cartoonist or designer, please provide samples; these can be provided via email or by pasting into a copy of this document.

In order to avoid conflicts of interest, please list all extracurricular activities and obligations.

Describe an original story package (center spread idea or single-page layout) for a section in the newspaper that you would like to see appear. Include stories, headlines, design elements, etc. You may attach an additional page if necessary to completely explain your idea.

In 100 to 200 words, describe the qualities or strengths that make you the strongest candidate for the position for which you are applying.

Please list any other information you would like us to know about you.

Recommendations:

The Stinger continuously strives to maintain a professional staff in order to maintain its reputation as an award-winning publication. As such, we seek individuals who have vision and who want to have an impact on the community. We must maintain integrity, openness, transparency, collegiality, and cooperation.

You must strive to be accurate, maintaining ethics and fairness as you represent the product and the club. As such, you must obtain the recommendations of two faculty members who can attest to your ability to strengthen the network of this staff. Please refrain from requesting recommendations from Ms. Ramirez and Mr. Shaw.

Faculty members:

- 1. _____ Dept. _____

- 2. _____ Dept. _____