

Editor Twin Cities Daily Planet

**DEADLINE TO APPLY: OPEN UNTIL FILLED;
APPLICATION REVIEW BEGINS THURSDAY, MAY 23**

Twin Cities Daily Planet, an award-winning online publication powered by Twin Cities Media Alliance, is looking for a creative, curious, driven, and organized editor to advance our mission to amplify and connect marginalized voices. Working closely with the editorial team, the editor is a collaborative self-starter who brings an equity and justice lens to high-quality storytelling around social issues, politics and policies affecting marginalized communities.

We are looking for someone with exceptional editing ability and news judgment, strong writing skills, and an unwavering desire to use narrative journalism as a tool to push for new narratives, critical thinking and conversation around issues affecting historically marginalized communities.

RESPONSIBILITIES

Editorial Strategy + Management

- Shape the overall direction and governance of content of the [Daily Planet](#), which is published twice weekly through social media and an email newsletter.
- Manage editorial workflow and production activities leading up to publication, including managing/evaluating pitches, story creation, assigning contributors, overseeing research, maintaining editorial calendar, managing production schedules, driving the iterative revision process, proofreading, verifying information, directing photos and art/design and publishing content.
- Oversee short- and long-term editorial projects (e.g., [The Ballot MSP voter guide](#)).
- Occasionally write and report articles (1-3 per year).
- Hire and manage the editorial team, interns and fellows, and contractors (as budget permits), including supervising, overseeing deadlines, providing editorial guidance and shepherding professional growth.
- Maintain Daily Planet website using the WordPress platform and address technical issues via the webmaster. (Training can be provided)

Contributor Recruitment + Management

- Recruit freelance contributors from a diverse range of backgrounds, disciplines and skills to write, film, photograph and report on community issues, politics, policies, stories, etc.
- Provide direction to strengthen the work of both experienced and emerging writers.
- Manage and hold contributor orientation, editorial cohort meetings and workshops.

Engagement

- Work collaboratively with the editorial team to advance strategies to promote reader engagement and maximize story impact.
- Direct a consistent, fresh and effective approach to digital media and social media management.
- Measure and report impact: dovetailing traffic management and other audience-related metrics with the content development process across channels and platforms. (Training can be provided)
- Brainstorm content ideas, in part by monitoring local news and the conversations about it in social media.
- Build relationships and work collaboratively with community stakeholders, including nonprofits, community organizers, policy advocates, etc.
- Oversee the planning and facilitation of community conversations.

Administration

- Attend and participate in Daily Planet editorial meetings, TCMA staff meetings, 1-on-1 meetings and TCMA events.
- Represent the Daily Planet in public forums, and attend journalism, media and storytelling-related events/conferences locally and nationally (as budget permits).
- Assist TCMA and Daily Planet staff with administrative, operational and marketing tasks as necessary.

ABOUT YOU

- At least 3-5 years creating and managing editorial content for an organization (not limited to a media entity).
- Superior project and time management abilities – advancing a variety of projects on different timelines and of varying scopes while maintaining a commitment to excellence.
- Willingness to work a flexible schedule, as the news demands.
- Ability to apply a critical, intersectional, equity-driven lens around issues affecting marginalized communities and to synthesize informed arguments around social issues, politics and policies affecting marginalized communities.
- Demonstrable experience working in/with/from traditionally marginalized communities.
- Experience providing exemplary leadership managing diverse teams.
- Ability to effectively work with and develop a variety of writers of different experience levels.
- Strong research capabilities and obsessed with maintaining high journalistic standards and integrity.
- Extremely curious with a natural hunger for story and storytelling.
- Ability to think strategically and creatively, and solve editorial and production challenges as they arise.
- Solid collaboration skills, but knows when/how to be decisive and make tough calls.
- Highly adept at using technology (e.g., WordPress, content management systems, Google Drive) in the ever-evolving, shifting terrain of new media.
- Strong aptitude for learning and receptive to constructive feedback.
- A team player with an awesome sense of humor and desire to support a sharp, resourceful team.
- Thrives in a culture of thinkers and builders of different backgrounds, with a penchant for being a creative outlier.

OUR CULTURE

We're storytellers, artists, collaborators and strategists who live on the margins, in nuance and imagination. Although we've been around since 2005, our work, as it exists today, began as part of a leadership change and strategic shift in 2015. For this work to take shape in the way it needs to exist—centering the voices and experiences of marginalized communities—it was vital for us to craft a space where we can show up as our true selves without reprimand, a space for experimentation, creativity and shared learning. A space where laughter and hard work aren't dichotomies, and friends, collaborators and community drop in from time-to-time.

In this space, we challenge ourselves to independently produce our best work and creatively solve problems. But we also lean on each other when trying to find a way to a solution—often maneuvering through tough conversations. We celebrate our wins, no matter the size—and make time to reflect and honor our accomplishments, without ever forgetting the care of ourselves. We want to work with an editor who will embrace this culture and commit themselves to helping us continue in this new direction. The right candidate is motivated and ambitious, able to draw on the strongest ideas from our collective of community writers, thinkers and doers. They will make things happen and do a lot with a little, trusting that the resources to shape the role, team and work will expand as we grow.

APPLY

This is a full-time, exempt salary position. Compensation is \$38k-\$45k per year depending on experience. Benefits include paid vacation and professional development. **This position is open until filled, but we will begin reviewing applications on Thursday, May 23.** Interested applicants should submit a cover letter, resume and two writing samples as individual PDF attachments to jobs@tcdailyplanet.net.

Twin Cities Media Alliance is an equal opportunity employer committed to building a team that reflects our mission. We encourage applications from candidates who identify as people of color, Indigenous/Native American, LGBTQIA or are from other historically marginalized communities.