

Editor Twin Cities Daily Planet

**DEADLINE TO APPLY: OPEN UNTIL FILLED;
APPLICATION REVIEWING BEGINS MONDAY, APRIL 19**

The Twin Cities Daily Planet—an award-winning online publication powered by Twin Cities Media Alliance (TCMA)—is looking for a curious, creative, driven, and highly 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 the ongoing impact of social issues, politics, and policies on local marginalized communities.

We are looking for someone with proven editing ability and news judgment, strong writing skills, and an unwavering sense of purpose to use community journalism as a tool to push for new narratives, critical thinking, and conversation that shapes our collective future.

RESPONSIBILITIES

Editorial Strategy + Management

- Work alongside the Publisher to shape the overall direction and governance of content of the Daily Planet.
- Hire, guide, and manage the editorial team (e.g., interns, fellows, and collaborators as budget permits).
- Manage editorial workflow and production activities leading up to publication, including: sourcing and reviewing pitches and content ideas, assigning contributors, overseeing research, maintaining the editorial calendar, managing production deadlines, driving the iterative revision process, verifying information, art direction, and publishing content.
- Oversee short- and long-term editorial projects like [The Ballot MSP voter guide](#).
- Occasionally contribute to the Daily Planet platform (1-3 per year).
- Maintain the Daily Planet website via WordPress. (Training can be provided).

Contributor Recruitment + Management

- Recruit and cultivate a network of forward-thinking contributors from diverse backgrounds, disciplines, and skills to report on local social issues, policies, and politics impacting marginalized communities.
- Provide editorial direction with an equity and explanatory lens to strengthen the work of both experienced and emerging writers and other contributors.
- Manage contributor orientation, editorial cohorts, and workshops.

Engagement

- Work collaboratively with the editorial team to advance strategies that promote reader engagement and maximize story impact.
- Drive a fresh, robust, nuanced, and effective approach to narrative-driven storytelling and digital media.
- 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)
- Build relationships with community stakeholders, including community organizers, nonprofits, policy advocates, policymakers, engaged residents, etc.
- Plan and facilitate Daily Planet conversations off the platform and in the community.

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 and conferences locally and nationally (as budget permits).
- Assist TCMA and Daily Planet staff with administrative, operational and marketing tasks as necessary.

OUR CULTURE

We're storytellers, artists, collaborators, and strategists who live on the margins in nuance and imagination. Although TCMA has been around since 2005, our work, as it exists today, began as part of a leadership change and organizational shift in 2015. For this work to take shape in the way it needs to exist—centering the voices and experiences of people on the margins—it was vital for us to craft a space where we can show up as our true selves, a space for experimentation, creativity and shared learning.

We are doers who challenge each other to produce our best work and creatively solve problems. We lean on each other when trying to find a way to a solution—often maneuvering through tough conversations. We make time to reflect on our accomplishments and failures and believe laughter and hard work aren't dichotomies. For us, balancing camaraderie against the pressures of work and our personal well-being is vital to sustainably grow TCMA.

We're looking for an Editor who is motivated by the mission and work of TCMA and the Daily Planet, can get things done, will embrace this culture, and commit themselves to help us scale growth in new and exciting ways.

ABOUT YOU

At TCMA, we believe our work is only as strong as the people who guide it. We consider the below attributes and skills necessary to succeed in this role and at TCMA. Ultimately, we are looking to hire the right person—not the right resume.

- At least three years of professional experience—not limited to journalism—creating and shaping stories and narratives for public consumption and providing reliable leadership in building, guiding, managing diverse teams. Must be able to thrive in a small team and get things done in remote and in-office environments.
- The Editor often manages a wide variety of articles, projects, and contributors. We cannot underscore enough the importance of having superior project and time management skills to advance overlapping efforts on different timelines and scopes while maintaining a commitment to excellence.
- Ability to leverage lived experience to understand and approach social issues, policy, and politics affecting marginalized communities with a critical, equity-driven, and intersectional lens, and have demonstrable experience working in/with these communities.
- Extremely curious, with a natural hunger for news and storytelling that connects the dots, dives into the systems and structures that create our world, and highlights the efforts to change them.
- Solid editorial instincts and judgment and can think strategically, creatively to solve editorial and production challenges that arise.
- Strong research capabilities and a record for advancing high professional standards and integrity in your work and the work of others.
- This work happens in community and collaboration. Therefore, strong interpersonal communication, collaboration, and relationship-building skills are vital—while also knowing when/how to be decisive and make tough calls.
- Have a high aptitude for learning and constructive feedback, understanding both are ongoing processes needed to build this work collectively. Consequently, adapting to new experiences and situations, and at times navigating ambiguity and flux that comes with being in a growing organization.
- Understands and can work with the scheduling flexibility that news at times demands.

APPLY

This is a full-time (40 hours/week), exempt salary position. Compensation is \$42,000 – \$52,000 per year depending on experience. Benefits include: competitive healthcare (medical and dental), generous PTO, paid holidays, and schedule flexibility. **This position is opened until filled, but we will begin reviewing applications on Monday, April 19, 2021.**

Interested applicants should submit the following as separate PDF attachments to jobs@tcdailyplanet.net:

1. Cover letter
2. Resume and two writing samples
3. Review the "Our Culture" section listed above and the announcement video at vimeo.com/530029960 and explain (1) your understanding of TCMA's culture, including how you connect to it, (2) your grasp of the Daily Planet editor role, and (3) what fears you have about the work and the culture.

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 Black, Indigenous/Native American, people of color, or other historically marginalized communities.