Valkyrie Position Descriptions – 2025-2026

Managing Editor:
The Managing Editor is responsible for assisting the Editor-in-Chief with assigned tasks including, but not limited to, proofreading and editing completed spreads. Other responsibilities include answering questions, ensuring that staff meets deadlines, designing spreads, and delegating tasks to staff. This is a Level 4 position.

Style Editor and Asst. Style Editor:
The Style section consists of, but is not limited to, content related to fashion trends around campus, DIY ideas for decorating your dorm, hair/makeup and anything else related to style and trends. The Editor is responsible for designing spread layouts, writing content, placing photos, and editing the spreads. The Asst. Editor helps the Editor with the above responsibilities.

Issues & Impact Editor and Asst. Issues & Impact Editor:
The Issues & Impact section consists of, but is not limited to, content about anything newsworthy that is happening around campus or beyond. This can include current issues in the news or things students are talking about here at Berry. The Editor is responsible for designing spread layouts, writing content, placing photos, and editing the spreads. The Asst. Editor helps the Editor with the above responsibilities.

STEM Editor and Asst. STEM Editor:
The STEM section consists of, but is not limited to, unique content pertaining to science, technology, engineering or math. This could be anything that focuses on something within these areas if interest. Especially how these intersect with Berry or individual Berry community members. The Editor is responsible for designing spread layouts, writing content, placing photos, and editing the spreads. The Asst. Editor helps the Editor with the above responsibilities.

Food Editor and Asst. Food Editor:
The Food section consists of, but is not limited to, restaurant reviews, recipes, creative D-Hall food creations, tips for eating on a budget, etc. The Editor is responsible for designing spread layouts, writing content, placing photos, and editing the spreads. The Asst. Editor helps the Editor with the above responsibilities.

Arts & Music Editor and Asst. Arts & Music Editor:
The Arts and Music section consists of, but is not limited to, content that relates to theater, concerts, dances, etc. Possible spreads include reviews on new albums, play reviews, highlights on new local bands, etc. The Editor is responsible for designing spread layouts, writing content, placing photos, and editing the spreads. The Asst. Editor helps the Editor with the above responsibilities.

Health & Fitness Editor and Asst. Health & Fitness Editor:
The Health & Fitness section consists of, but is not limited to, features on fitness issues, health/wellness issues, student athletes, highlights of Kinesiology classes, and

information on various related clubs or activities. The Editor is responsible for designing spread layouts, writing content, placing photos, and editing the spreads. The Asst. Editor helps the Editor with the above responsibilities.

Graphics Editor and Asst. Graphics Editor:
The Graphics Editor is responsible for designing graphics and illustrations used throughout the magazine. Should be experienced in Adobe Illustrator and/or Photoshop. Other responsibilities include, but are not limited to, scanning and uploading images onto the server. The Asst. Editor helps the Editor with the above responsibilities.

Photo Editor and Asst. Photo Editor:
The Photo Editor is responsible for delegating photo assignments to photographers and editing photos. Must be experienced in Adobe Photoshop and/or Adobe Lightroom. Asst. Photo Editor helps the Photo Editor with above responsibilities.

Digital Content Editor:
Responsible for editing Valkyrie social media and the web site. Also collects, commissions and writes content for these Valkyrie distribution platforms. Will solicit and manage submissions from staff and other members of the Berry community. Updates and posts for each platform at least weekly. Supervises digital content staff who assist with these duties.

Copy Editor/Proofreader:
The Copy Editor is responsible for proofreading submitted articles (checking for grammatical errors, AP Style, etc.). Must know AP Style.

Digital Content Creator:
Creates content for all digital Valkyrie distribution platforms. Updates and posts as assigned weekly.

Graphics Content Creator:
A graphics content creator is responsible for designing graphics and illustrations used throughout the magazine as assigned by editors. Experience in Adobe Illustrator and/or Photoshop is preferred but not required.

Staff Writer/Reporter:
Completes story research, interviews sources and develops stories. Completes assigned articles on deadline for assigning section editor.

Photographer:
Photographers are responsible for shooting photo assignments. Other responsibilities include, but are not limited to, uploading photos onto the server. Owning a camera is not a requirement.