

## RTN EDITOR'S JOB DESCRIPTION

1. Collect as much available local material from the Thursday before your editing date.  
This includes: Reading Post (Wednesday) and Get Reading (Friday), The Reading Chronicle (Thursday) and if possible the free Chronicle (delivered Tuesday or Wednesday) the Henley Standard (Friday) and The Telegraph (who have given us permission to use their articles) etc.  
  
Any supermarket publications – Asda, Co-op, Tesco, Waitrose, any current publications from NHS, Boots etc if available, XN which contains information about local church events (found in churches and other Christian organisations) and selected National Articles. You may find additional information not mentioned.
2. Copy the death notices from the Reading Post, Get Reading and the Chronicle in a readable date- ordered formation.
3. Collect the 'lighting up' times.
4. If sent the monthly Talking Book releases by Bob Bristow, print these.
5. Create two 'piles' of articles. The first is for News items and the second for Magazine articles.
6. News articles should be local but not necessarily headline news as this is read on the news and local TV. The articles can vary in length but need to be checked through for addition/subtraction of dates as the listeners get news which is up to ten days old. Cross out any irrelevant details or events that have passed before the news reaches the listener and any superfluous material in a long article. If there are road closures or bus changes these are very useful to the listener. Long articles should be edited to take out superfluous material.
7. Magazine articles can include any gardening advice, the Adrian Lawson wildlife article in the Wednesday Post is very popular, political opinion or reports, poems, reports of fundraising activities and achievements, local people's stories, recipes or reviews of local restaurants, theatre reviews, sports information or reports. In fact anything that is not 'news'. Again check the articles for dates etc  
The death notices and book titles are added to this pile. These articles are often referred to 'Side 2 articles' – this harks back to the days of cassette tapes!!
8. If there are articles to be used on both sides of a page simply highlight them and cross out those you don't want included. Indicate on both sides at the top that there is an article( s) on the reverse.  
You can photocopy articles if you have that facility.  
This is a time-consuming job so do allow about half a day to edit – but this can be done over several days.
9. Divide the news articles into four equal piles – each pile should have minimum 5 articles and up to 10 maximum of varying articles so the reader has a choice of material to read.
10. Do the same with the magazine articles.
11. There will be 8 piles
12. Choose a method of presenting the 4 piles to the reader. Some editors have an A4 wallet per reader, others use paper clips. Some label the piles 'Reader 1 news', or 'Reader 2 magazine' etc. Do not duplicate items but if there is a continuation of a court proceedings, or likewise, that is very acceptable.
13. After the recording collect all the news articles that have been read and fold up to A5 size and discard the rest. Do the same with the magazine articles including the death notices and label these as either Side 2 or Magazine articles. Find the SAE to the next editor in the large copiers box in the RTN cupboard, insert the articles and post this. This ensures that the next editor doesn't duplicate items.

14. You will receive an envelope from the previous editor either on Saturday or Monday during your week. Check these and discard any duplications you have selected.