



**GAUNTLET
PUBLICATIONS
SOCIETY**

Room 319 MacEwan Student Centre
2500 University Dr. NW
Calgary, AB, T2N 1N4

Layout Editor

The layout editor creates the layout of the physical publication. The Layout Editor will come in once a month to design the monthly paper as well as any additional physical publications on the discretion of the Editor-in-chief. The position is a salaried contract beginning August 01, 2021 and ending on April 30, 2022 and reports to the Editor-in-chief.

The following is tentative and subject to change, especially as the COVID-19 situation evolves:

- The Layout Editor will be responsible for creating the layout of our newspaper once a month using InDesign
- The EIC will help guide the Layout Editor with what stories will be featured and how big the newspaper will be for the month
- The EIC will send over edited articles and visuals for each section (news, opinions, arts and culture, lifestyle, sports, humour, science, voices and visuals) during production week
- The Layout Editor will format the articles and stories the EIC sends over through InDesign during production week
- Once complete, the Layout Editor will send the InDesign files with the created newspaper back to the EIC, where the EIC and the Online Editor will take a final look, eventually sending it off to the printers
- The Layout Editor will be responsible for maintaining good communication over slack or email with EIC and Online Editor.

Job requirements:

1. Current undergraduate students at the University of Calgary will be given priority, but graduate students, new graduates (within one year), non U of C alumni with experience will be considered.
2. Organizational and time management skills.
3. Technical skills:
 - Adobe InDesign

Reports to: Editor-in-chief

Collaborates with: Online Editor

Please submit your cover letter, and resume via email to the Hiring Committee:
[hiring@thegauntlet.ca](mailto: hiring@thegauntlet.ca).

Deadline for applications is **Friday, July 23, 2021 at 4 p.m.**