



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Visuals Editor

The visuals editor provides visuals to every article, feature, social media piece that the *Gauntlet* produces. They are a vital part of the team, having a hand in everything published, online and (eventually) in print. They are responsible for photos, graphics, and the occasional video under the *Gauntlet* publication. The position is a salaried contract beginning August 01, 2021 and ending on April 30, 2022 and reports to the Editor-in-chief.

The Visuals Editor role offers two positions and will have Co-Editors working as a team throughout the contract year.

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

- Maintaining and posting regular office hours (virtually at first, subject to change pending health restrictions)
- *Photos:*
 - Ensuring all requested photos, where reasonable preparation time has been given, have been shot, and all images prepared for print and web
 - Processing creative commons photos used by section editors
 - Available to review visual content upon the request of section editors
- *Graphics*
 - Producing a weekly illustration for *Gauntlet* editorials
 - Producing additional graphics or illustrations at the request of editors
 - Producing promotional artwork for *Gauntlet* events and/or merchandise
 - Producing a select number of specialized page layouts in the yearly *Gauntlet* FROSH publication
- *Organizational and training duties:*
 - Recruiting and training visual artists
 - Meeting (virtually until safe) with artists as often as necessary to ensure their skills are improving
 - Maintaining all photos shot during the year as well as maintaining the photo archives

- Arranging at least one workshop during both the fall and winter semesters for visual artists
 - Assigning visuals assignments to volunteers
 - Responsible for maintaining an inventory of all related equipment alongside their upkeep
 - Consulting with Editor-in-Chief on required related equipment
- *Editorial duties:*
- Attending weekly editorial/pitch meetings
 - During physical production time: responsibility of the cover.

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 management skills.
3. Technical skills:
 - WordPress, *recommended*.
 - Procreate, *recommended*.
 - Adobe Photoshop
 - Adobe Lightroom

Reports to: Editor-in-chief

Oversees: Visuals assistant(s), Volunteers

Please submit your cover letter, resume and three (3) samples of related visuals pieces 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.**