Editor-in-Chief

The Editor-in-Chief (EIC) is responsible for the editorial wellbeing of Gauntlet Publications Society. Whether it is the day-to-day publishing of articles and visuals or maintaining working relationships with on- and off-campus stakeholders, this role demands someone who is able to balance multiple priorities and deadlines while also managing a team of approximately 10 editors. The position is a salaried contract beginning May 01, 2022 and ending on April 30, 2023 and reports to the Board of Directors.

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

Responsibilities within role:

- Maintaining and posting regular office hours (virtual until safe to be in-person)
- Working with the business manager for a variety of projects and purchasing needs, as well as working closely on advertising plans for each issue.
- Managing staff, volunteers, other members of the organization
- Liaising between various community and university stakeholders, such as Students’ Union and University Media Relations.

Editorial duties:

- Organizing, attending and leading weekly editorial/pitch meetings
- Coordinating with the Editorial Board in regard to each section’s specific quota
- Copy-editing and finalizing articles before print and online, and publishing them
- Filling in on breaking news stories when necessary
- Leading the discussion to select an editorial for the week, traditionally an opinion about a current event or important topic
- Stepping in to write articles when section editors fail to meet quota or are unavailable to attend specific events.
- Respectfully interacting with a broad scope of stakeholders (i.e. all levels of government, student leaders, University of Calgary administration, etc.).
- During a physical publishing time:
  - Leading the discussion to select a cover for the paper
  - Providing staff with a layout document for their section of the paper
  - Deciding on a length for the paper, traditionally between 16 to 24 pages during fall/winter semester, between 12-16 pages in spring/summer
- Coordinating a schedule with the Volunteer Coordinator for the distribution of the physical publication

- **Managerial duties:**
  - Communicating with each editor to ensure they follow *Gauntlet* writing policies and volunteer etiquette.
  - Help facilitate interviews for volunteers and editors.
  - Ensuring staff accountability and performance management of staff.

- **Miscellaneous:**
  - Answering emails
  - Overseeing all stories and content on social media, creating and following a posting schedule
  - Researching news and current events to see what needs to be covered
  - Attending events (Students' Legislative Council meetings, board of governors meetings, etc) on behalf of the *Gauntlet*
  - Preparing performance presentation for monthly board meeting

**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. Experience in Canadian Press Style.
3. Organizational and management skills.
4. Technical skills:
   - Adobe InDesign, *recommended*.
   - WordPress.
   - Copy-editing.

Reports to: Board of Directors  
Oversees: Section editors, assistants, volunteers

Please submit your cover letter, resume and three (3) samples of related writing pieces via email to the hiring committee: hiring@thegauntlet.ca.

Deadline for applications is **Friday, February 25, 2021 at 4 p.m.**