Arts & Science Editor

The Arts and Science Editor is responsible for covering arts and culture, and science topics within their section that interests university students. Working together with a general assistant and volunteers, the Arts and Science Editor oversees the return of arts and science events in the new COVID-19 landscape. The position is a salaried contract beginning May 01, 2022, and ending on April 30, 2023, and reports to the Editor-in-chief.

The following is tentative and subject to change as per the needs of the editorial board:

- Maintaining and posting regular office hours.
- **Section duties:**
  - Filling a weekly minimum story quota of between 4 and 6 stories per week — to be decided upon hiring
  - Notifying the visuals editor of photo and graphic requests, allowing for a reasonable preparation time.
  - Assigning copy to volunteers
  - Coordinating your assigned print section.
  - Maintaining files and contacts in an orderly manner.
  - Attending events and reporting on them.
  - Selecting candidates for the assistant position(s) and notifying the editor-in-chief.
  - Working closely and collaboratively with the other editors.
  - Conduct interviews.

- **Recruitment/training:**
  - Recruiting and training new writers.
  - Conduct weekly in-person/online meetings with the Arts and Science team to create the story list.
  - Critiquing each story and returning it to the writer as necessary for edits.

- **Editorial duties:**
  - Attending weekly editorial/pitch meetings.
  - Being prepared to discuss stories for the upcoming week at the editorial meeting.
  - Keeping abreast of campus/city/provincial/national/international events which may be relevant to the section.
**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:
   - WordPress, *recommended*;
   - Copy-editing;
   - Interviewing.

Reports to: Editor-in-chief.
Oversees: General assistant(s), 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 **Thursday, April 14, 2022, at 4 p.m.**