Layout Editor

The layout editor creates the layout of the physical publication. The Layout Editor will design the paper as well as any additional physical publications at the discretion of the Editor-in-chief. 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:
- The Layout Editor will be responsible for creating the layout of our newspaper using InDesign.
- The EIC will help guide the Layout Editor with what stories will be featured and how big the newspaper will be.
- The EIC will send 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.
Deadline for applications is Thursday, April 14, 2022, at 4 p.m.