Opinions & Humour Editor

The Opinions and Humour Editor is responsible for covering opinions that interest university students, as well as funny takes that university students can relate to. Working together with a general assistant and volunteers, this editor will navigate the section 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 3 and 5 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 Opinions and Humour 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

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.**