Voices Editor

The Voices section is dedicated to representing voices and ideas that readers and writers have felt have gone underrepresented for too long, whether that be socially or politically, taking into account the diverse nature of our academic community. It is a platform that students can use to amplify their voices and raise their concerns about the issues that matter to them, whether they be identity-related or the other ethno-religious columns under this section, or to be used as an avenue for other means. 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 (virtually at first, subject to change pending health restrictions)

- **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 applicable events and reporting on them.
  - Selecting candidates for the assistant positions and notifying the editor-in-chief.
  - Working closely and collaboratively with the other editors.
  - Conducting interviews.

- **Recruitment/training:**
  - Recruiting and training new writers.
  - Meeting with writers as often as necessary to ensure their skills are improving.
  - 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: Voices 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.**