



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

Room 319 MacEwan Student Centre  
2500 University Dr. NW  
Calgary, AB, T2N 1N4

### **Contributing Editor (1 position)**

The Contributing Editor is responsible for writing for all of the sections at the *Gauntlet* over an 8-week timeframe. Each week the contributing editor will join a different section of the newspaper, working with section editors to fill quota, copy edit, and manage volunteers. For the last two weeks, the contributing editor will choose which sections to shadow until the end of their contract. During their contract, the contributing editor will assist the staff in the *Gauntlet's* newspaper and magazine productions. The contributing editor will learn about university press and current Canadian journalism practices. This is a Canada Summer Jobs grant-funded role, and to align with this grant, we are looking for candidates who are between the ages of 18 to 30 and are Canadian citizens.

- *Writing responsibilities:*

- Filling a weekly minimum story quota for related sections between 5 and 7 stories per week — to be decided upon hiring
- Notifying the visuals editors of photo and graphic requests, allowing for a reasonable preparation time
- Working with section editor(s) on developing writing style and to shadow other work-related responsibilities
- Assist section editor(s) with the coordination of assigned print section
- Maintaining files and contacts in an orderly manner
- Attending Students' Legislative Council, Board of Governors and General Faculties Council meetings and other applicable meetings/events, alongside news assistants to gain exposure to staple university events.
- Working collaboratively with editor-in-chief, section editor(s), volunteer coordinator, assistant(s) and/or volunteers to produce content

- *Editorial duties:*

- Maintaining and posting regular office hours.
- Attending weekly editorial/pitch meetings

- With guidance from section editor(s), copy-editing content from contributors in a timely manner
- 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 publication.

**Job requirements:**

1. Canadian citizen, between the ages of 18 to 30
2. Organizational and management skills.
3. Experience in Canadian Press Style is an asset
4. Technical skills:
  - WordPress is an asset
  - Copy-editing is an asset

**Reports to:** Editor-in-chief

**Length of contract:** 8 weeks at 35 hours/week

**Compensation:** \$18/hour

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

Deadline for applications is **Friday, June 17, 2022 at 4 p.m.**

*Please note, only those selected for an interview will be contacted.*