



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Arts & Science Assistant (1)

The Arts & Science assistant is a volunteer position with higher responsibility, and will aid and report to the Arts & Science Editor in managing the smooth operation of the arts & science sections from June 6th to December 19th, 2022. This timeframe of this position may be extended on the basis of performance in this role.

The following is tentative and subject to change:

Role Expectations

- The Arts & Science assistant will be responsible for assisting the Arts & Science Editor as directed with maintaining the sections' weekly quota of 4-6 stories a week.
- Contribute at least one article per week.
- Meet once a week with the Arts & Science Editor over Zoom or in-person to discuss the story lists and address any questions/concerns
- Keeping up to date with local artistic/cultural events and scientific news on a local, national and international level.
- Pitch stories to the Arts & Science Editor for weekly story lists.
- Responsible for maintaining good communication over Slack
- Reserve emails to the Arts & Science Editor for more serious/complex messages, if not meeting in person or via Zoom

Job Requirements

- Current undergraduate students at the University of Calgary will be given priority, but graduate students, new graduates (within one year) with experience will be considered.
- Skills:
 - Strong writing and grammatical abilities
 - Familiarity with Canadian Press Style

- An understanding of your time commitment to your role weekly submissions
- Awareness of cultural and art events occurring throughout the city and scientific news on a local, national and international level
 - Interest is appreciated, however a willingness to learn about either section is also welcome
- Ability to work independently and cooperatively in a rapidly changing environment.

Compensation

- This 2022/2023 year will **not include compensation**.
- All volunteers can compete for a Yacowar Award scholarship.
- You will have a higher chance of receiving a scholarship if expectations are met.

Reports to: Art & Science Editor

Please submit a resume and sample of related writing via email to arts@thegauntlet.ca. Selected applicants will be contacted for an interview.

If there are any questions/concerns about the presented information, please email Roog at arts@thegauntlet.ca.