



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

## **Editor-in-Chief**

The Editor-in-Chief (EIC) is responsible for the editorial wellbeing of Gauntlet Publications Society. Whether it is the day-to-day publishing of articles and visuals or maintaining working relationships with on- and off-campus partners, this role demands someone who is able to balance multiple priorities and deadlines while also managing a team of editors. The position is a salaried contract beginning May 01, 2023 and ending on April 30, 2024 and reports to the Board of Directors.

The following is tentative and subject to change:

### *Responsibilities within role:*

- Maintaining and posting regular office hours (virtual and in-person)
- Working with the business manager for a variety of projects and purchasing needs, as well as working closely on advertising plans for each issue.
- Managing staff, volunteers, other members of the organization
- Liaising between various community and university stakeholders, such as Students' Union and University Media Relations.
  
- *Editorial duties:*
  - Organizing, attending and leading weekly editorial/pitch meetings
  - Coordinating with the Editorial Board in regard to each section's specific quota
  - Copy-editing and finalizing articles before print and online, and publishing them
  - Filling in on breaking news stories when necessary
  - Leading the discussion to select an editorial for the week, traditionally an opinion about a current event or important topic
  - Stepping in to write articles when section editors fail to meet quota or are unavailable to attend specific events.
  - Respectfully interacting with a broad scope of stakeholders (i.e. all levels of government, student leaders, University of Calgary administration, etc.).
  - During a physical publishing time:
    - Leading the discussion to select a cover for the paper
    - Providing staff with a layout document for their section of the paper
    - Deciding on a length for the paper, traditionally between 16 to 24 pages during fall/winter semester, between 12-16 pages in spring/summer

- Coordinating a schedule with the Volunteer Coordinator for the distribution of the physical publication
  
- *Managerial duties:*
  - Communicating with each editor to ensure they follow *Gauntlet* writing policies and volunteer etiquette.
  - Help facilitate interviews for volunteers and editors.
  - Ensuring staff accountability and performance management of staff.
  
- *Miscellaneous:*
  - Answering emails
  - Overseeing all stories and content on social media, creating and following a posting schedule
  - Researching news and current events to see what needs to be covered
  - Attending events (Students' Legislative Council meetings, board of governors meetings, etc) on behalf of the *Gauntlet*
  - Preparing performance presentation for monthly board meeting

**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:
  - Adobe InDesign, *recommended*.
  - WordPress.
  - Copy-editing.

Reports to: Board of Directors

Oversees: Section editors, assistants, volunteers

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 **Monday, March 6, 2023 at 4 p.m.**