



**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.

Deadline for applications is **Monday, March 6, 2023 at 4 p.m.**