



LAYOUT ASSISTANT CONTRACT

GAUNTLET 2023

Overview

The layout editor at the Gauntlet is hiring a layout assistant from January 9th to April 30th, 2023. The layout assistant is a volunteer position with additional responsibilities and will report to the layout editor.

Role Expectations

1. Bi-weekly/weekly meetings with the layout editor.
2. Formatting at least one spread per production.
3. Friendly and professional interaction with staff and volunteers.

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:
 - Adobe InDesign experience required
 - Adobe Illustrator and Photoshop experience recommended
 - Strong organization and time management skills
 - Effective communication skills
 - Familiarity with Canadian Press style
 - Ability to work independently and collaboratively in a rapidly changing environment

Communication

Communication between the assistant and the editor will primarily be held in-person and via Slack. Any serious or complex messages can be sent over email.

Compensation

This 2023 year will not include compensation. However, all volunteers can compete for a Yacowar Award scholarship. You will have a higher chance of receiving a scholarship if expectations for the assistant's role are met.

Reports to: Layout Editor (Ramiro Bustamante Torres)

Please submit a resume and sample of previous work with InDesign to layout@thegauntlet.ca. Selected applicants will be contacted for an interview. If there are any questions/concerns about the presented information, please email layout@thegauntlet.ca