



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Arts & Science Assistant

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 January 9 to April 30. 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 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