



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

### **Managing Editor (1 position)**

Working alongside the Editor-in-Chief (EIC), the Managing Editor is responsible for keeping the publication in the know of current events that require attention from the editorial staff. This editor will also work to plan volunteer events and help build promotional assets for events in preparation for the upcoming school term. The managing editor will learn about university press and current Canadian journalism practices by also contributing to different sections within the *Gauntlet*. This is a Canada Summer Jobs grant-funded role, and to align with this grant, we are looking for candidates who are between the ages of 18 to 30 and are Canadian citizens.

- Create a master schedule for content coverage for the term, including but not limited to staples such as:
  - Variety of festivals of interest for readership
  - Orientation days
  - Board of Governor meetings
  - General Faculties Council meetings
  - Student Legislative Council Meetings
  - The Students' Union election
- Researching current events to see what needs to be covered
- Keeping track of the calendar year and to assess events that are relevant to the publication
- Copyediting content for the site and for the physical publication and magazine
- Notifying the visuals editors of photo and graphic requests, allowing for a reasonable preparation time
- Working collaboratively with editor-in-chief, section editor(s), volunteer coordinator, assistant(s) and/or volunteers to produce a year-long master calendar that includes events to cover in the publication as well as volunteer events for the membership to participate in.
- Rotating through sections and consistently producing 1-2 articles per week.

- *Editorial duties:*
  - Maintaining and posting regular office hours
  - Attending weekly editorial/pitch meetings
  - With guidance from section editor(s), copy-editing content from contributors in a timely manner
  - Being prepared to discuss stories for the upcoming week at the editorial meeting
  - Keeping abreast of campus/city/provincial/national/international events which may be relevant to the publication.

**Job requirements:**

1. Canadian citizen, between the ages of 18 to 30
2. Organizational and management skills.
3. Project management is an asset
4. Copy-editing is an asset

**Reports to:** Editor-in-chief

**Length of contract:** 8 weeks at 30 hours/week

**Compensation:** \$18/hour

Please submit your cover letter, resume via email to the Hiring Committee:  
[hiring@thegauntlet.ca](mailto: hiring@thegauntlet.ca).

Deadline for applications is **Friday, June 9, 2023 at 4 p.m.**

*Please note, only those selected for an interview will be contacted.*