



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

## **Arts & Science Editor**

The Arts and Science Editor is responsible for covering arts and culture, and science topics within their section that interest university students. Working together with a general assistant and volunteers, the Arts and Science Editor oversees the arts and science events both campus and Calgary based. The position is a salaried contract beginning May 16, 2024, and ending on April 30, 2025, and reports to the editor-in-chief.

Contract/work commitment breakdown:

Spring/Summer: six (6) weeks, throughout spring/summer 2024.

Fall/Winter: eight and a half (8.5) months, August 16, 2024 – April 30, 2025.

## **Roles and Responsibilities:**

The following is tentative and subject to change as per the needs of the editorial board:

- Maintaining and posting regular office hours.
- *Section duties:*
  - Filling a weekly minimum story quota of between 4 and 6 stories per week — to be decided upon hiring.
  - Notifying the visuals editors of photo and graphic requests, allowing for a reasonable preparation time.
  - Assigning copy to volunteers.
  - Coordinating the assigned print section.
  - Maintaining files and contacts in an orderly manner.
  - Attending events and reporting on them.
  - Selecting candidates for the assistant position(s) and notifying the editor-in-chief.
  - Working closely and collaboratively with the other editors.
  - Conduct interviews.
- *Recruitment/training:*
  - Recruiting and training new writers.
  - Conduct weekly in-person/online meetings with the Arts and Science team to create the story list.
  - Critiquing each story and returning it to the writer as necessary for edits.
- *Editorial duties:*

- Attending weekly editorial/pitch meetings.
  - 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 section.
- *Art and Science Duties:*
- Attending and reporting on various student-centric events pertaining to the arts and science on campus.
  - Interviewing science studentship recipients, as well as professors and other research supervisors.

**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:
  - WordPress, *recommended*;
  - Copy-editing;
  - Interviewing.

Reports to: Editor-in-chief.

Oversees: General assistant(s), volunteers.

Please submit your resume, pitch deck (see below for details) and two (2) samples of related writing pieces via email to the Hiring Committee: [hiring@thegauntlet.ca](mailto:hiring@thegauntlet.ca).

Deadline for applications is **Wednesday, April 24, 2024, at 4 p.m.**

**What is a pitch deck?**

If chosen for an interview, candidates for a *Gauntlet* editorial board position will present a 10-minute pitch to the Hiring Board. During this presentation, candidates will pitch ideas to develop the position/section they are applying for. This is a chance for you to showcase your creative, purposeful, and goal-oriented ideas that can be realistically accomplished within the term. Your ideas must be specific to the role you apply for. An applicant for news editor, for example, should not focus on visuals or volunteer coordination.

**FAQ**

Will all candidates have a chance to present their pitch deck?

No. Only candidates selected for an interview will have the opportunity to present.

Is there a preferred format?

No. Google Slides, PowerPoint, and Prezi are some of the ways you can choose to present your ideas.

How long does the pitch deck have to be?

It can be as long or as short as you need it to be. The only requirement is that the pitch deck can be presented in 10 minutes. We strongly suggest candidates to focus on a few ideas and elaborate rather than trying to cover all grounds.

What if I don't have any new ideas?

That is okay! You can share how you plan to strengthen what the *Gauntlet* already does in relation to the position. Through this pitch deck, we are interested in seeing how you critically think and develop solutions that can be realistically implemented.