



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Layout Editor

The layout editor creates the layout of the physical publication. The Layout Editor will design physical publications both newspapers and magazines at the discretion of the Editor-in-chief.

The position is salaried contracts 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.

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

- The Layout Editor will be responsible for creating the layout of our newspaper using InDesign.
- The Layout Editor will be responsible for creating magazines using InDesign.
- The EIC will help guide the Layout Editor with what stories will be featured and how big the newspaper will be.
- The EIC will send edited articles and visuals for each section (news, opinions, arts and culture, lifestyle, sports, humour, science, voices and visuals) during production week.
- The Layout Editor will format the articles and stories the EIC sends over through InDesign during production week.
- Once complete, the Layout Editor will send the InDesign files with the created newspaper back to the EIC, where the EIC and the Online Editor will take a final look, eventually sending it off to the printers.
- The Layout Editor will be responsible for maintaining good communication over slack or email with EIC and Online Editor.

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. Organizational and time management skills.
3. Technical skills:
 - Adobe InDesign

Reports to: Editor-in-chief
Collaborates with: Online Editor

Please submit your resume and pitch deck (see below for details) via email to the Hiring Committee: 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. A candidate 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 that candidates 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.