



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

## **News Editor (2 positions)**

The news editors are responsible for the news section of the *Gauntlet*. Working together with news assistants and volunteers, the news editors run their section primarily on breaking news that affects University of Calgary students and the wider campus community. Finding stories, working beats and reporting breaking news stories in a timely manner are all a part of this role. The position requires individuals who are familiar with campus happenings and can work in a fast-paced newsroom environment with tight deadlines.

The positions are 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:

- Maintaining and posting regular office hours.
- *Section responsibilities:*
  - Filling a weekly minimum story quota of between 5 and 8 stories per week — to be decided upon hiring.
  - Interview for two news assistants – (1) general assistant (2) Student Legislative Council (SLC) assistant.
  - Selecting candidates for the news assistant position and notifying the editor-in-chief.
  - Notifying the visuals editor of photo and graphic requests, allowing for a reasonable preparation time.
  - Assigning copy to volunteers.
  - Contributing to production in a timely and meaningful manner.
  - Maintaining files and contacts in an orderly manner.
  - Assigning assistant to attend Students' Legislative Council, Board of Governors and General Faculties Council meetings, with exceptions for special circumstances or when sending a news assistant or volunteer for training.

- Cultivating working relationships with the university and Students' Union.
- Consulting with general editors with regard to opinions-related content in order to ensure continuity in the publication.
- Working closely and collaboratively with the other news editor.
  
- *Recruitment/training:*
  - Recruiting and training news writers.
  - Conduct weekly in-person/online meetings with the news 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 news section.

**Job requirements:**

1. Current undergraduate students at the University of Calgary.
2. Experience in Canadian Press Style.
3. Organizational and management skills.
4. Technical skills:
  - Interviewing;
  - Copy-editing;
  - WordPress, *recommended*.

Reports to: Editor-in-chief.

Oversees: News 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, 2023, 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.