



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Opinions & Humour Editor

The Opinions and Humour Editor is responsible for covering opinions that interest university students, as well as funny takes that university students can relate to. Working together with a general assistant and volunteers, this editor will navigate both sections to produce interesting opinion articles and light-hearted humour pieces. A competent opinions and humour editor will cultivate a strong voice for the opinions section and create opportunities for discourse on campus stories and student issues. They will also produce campus-specific humor content that increases our reach and relevance within the student population.

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 3 and 5 stories per week — to be decided upon hiring.
 - Notifying the visuals editor of photo and graphic requests, allowing for a reasonable preparation time.
 - Assigning copy to volunteers.
 - Coordinating your 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.
- *Recruitment/training:*
 - Recruiting and training new writers.

- Conduct weekly in-person/online meetings with the Opinions and Humour 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.

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

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. 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.