



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Visuals Editors (2 positions)

The visuals editor provides visuals to every article, feature, social media piece that the *Gauntlet* produces. They are a vital part of the team, having a hand in everything published, online and in print. They are responsible for photos, graphics, and the occasional video under the *Gauntlet* publication.

The positions are 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.

The following is tentative and subject to change, especially as the COVID-19 situation evolves:

- Maintaining and posting regular office hours.
- Creating/assigning visuals for all sections
- Selecting candidates for the assistant position(s) and notifying the editor-in-chief.

- *Photos:*
 - Ensuring all requested photos, where reasonable preparation time has been given, have been shot, and all images prepared for print and web
 - Processing creative commons photos used by section editors
 - Available to review visual content upon the request of section editors

- *Graphics*
 - Producing a weekly illustration for *Gauntlet* editorials
 - Producing additional graphics or illustrations at the request of editors
 - Producing promotional artwork for *Gauntlet* events and/or merchandise
 - Producing a select number of specialized page layouts in the yearly *Gauntlet* FROSH publication and other magazine editions at the discretion of the Editor-in-chief.

- *Organizational and training duties:*

- Recruiting and training visual artists.
 - Meeting with artists as often as necessary to ensure their skills are improving.
 - Maintaining all photos shot during the year as well as maintaining the photo archives.
 - Arranging at least one workshop during both the fall and winter semesters for visual artists.
 - Assigning visuals assignments to volunteers.
 - Responsible for maintaining an inventory of all related equipment alongside their upkeep.
 - Consulting with Editor-in-Chief on required related equipment.
- *Editorial duties:*
- Attending weekly editorial/pitch meetings
 - During physical production time: the responsibility of the cover and all visuals in the print.

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 management skills.
3. Technical skills:
 - WordPress, *recommended*.
 - Procreate, *recommended*.
 - Canva, *recommended*.
 - Adobe Photoshop
 - Adobe Lightroom

Reports to: Editor-in-chief

Oversees: Visuals assistant(s), Volunteers

Please submit your resume, pitch deck (see below for details) and two (2) samples of related visuals pieces via email to the Hiring Committee: hireing@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.