



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

Voices & Features Editor

The Voices section is dedicated to representing voices and ideas that readers and writers have felt have gone underrepresented for too long, whether that be socially or politically, considering the diverse nature of our academic community. It is a platform that students can use to amplify their voices and raise their concerns about the issues that matter to them, whether they be identity-related or the other ethno-religious columns under this section, or to be used as an avenue for other means. The Features section allows us to highlight campus happenings, people, or research or to take a deeper dive into news stories that matter to our campus community. The Voices and Features editor will develop a strong student voice for both sections, investigating campus happenings and highlighting communities that are often underrepresented.

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.

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 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 applicable 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.
 - Conducting interviews.

- *Recruitment/training:*
 - Recruiting and training new writers.
 - Meeting with writers as often as necessary to ensure their skills are improving.
 - 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: Voices 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.

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 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.