



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

### **News Editor (1 position)**

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 positions are salaried contracts beginning November 01, 2024, and ending on April 30, 2025, and reports to the Editor-in-chief.

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) 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 cover letter, resume and three (3) samples of related writing pieces via email to the Hiring Committee:  [hiring@thegauntlet.ca](mailto: hiring@thegauntlet.ca).

Deadline for applications is **Friday, October 25, 2024, at 4 p.m.**