



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Visuals Editor (1 position)

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 and work together with the other co-visuals editor. The position is a salaried contract beginning January 16, 2025, and ending on April 30, 2025, and reports to the Editor-in-chief.

The following is tentative and subject to change:

- 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 additional graphics or illustrations at the request of editors
 - Producing promotional artwork for *Gauntlet* events and/or merchandise

- *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 one workshop during the winter semester 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 alongside co-visuals editor.

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

Deadline for applications is **Saturday, January 4, 2025, at 4 p.m.**