



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

Opinions Editor

The Opinions Editor is responsible for leading the Opinions section of the Gauntlet, curating commentary that resonates with the University of Calgary community. Working closely with a general assistant and volunteers, the Opinions Editor ensures the production of timely, engaging, and thoughtful opinion pieces. This is a salaried contract position beginning June 16, 2025, and ending April 30, 2026, reporting 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 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.
 - Conduct interviews.
- *Recruitment/training:*
 - Recruiting and training new writers.
 - Conduct weekly in-person/online meetings with the Opinions 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.

- Contributing at least one news article per month to support the high output demands of the news 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 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 **Wednesday, May 7, 2025, at 4 p.m.**