



**GAUNTLET  
PUBLICATIONS  
SOCIETY**

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

## **Digital Editor**

The Digital Editor is responsible for reimagining the website in new and creative ways for our readers to enjoy the publication online. The Digital Editor will also be responsible for assisting with editing multi-media content to be published on our website and social media accounts, the Digital Editor will also assist in the Editor-in-Chief with the training of staff and volunteers on best practices in the multi-media process. The position is a salaried contract beginning June 8, 2026, and ending on April 30, 2027, and reports to the Editor-in-Chief and Business Manager.

The following is tentative and subject to change:

### ***Web duties:***

- Supervising all posting to website.
- Stylizing print content from each section for online.
- Developing and maintaining a new brand for the *Gauntlet's* web presence, as well as develop standards for multi-media reporting.
- Coordinating with section editors regarding web-specific content.
- Maintaining standards for the website and attempt to troubleshoot issues with hosting services.
- Act critically and swiftly if any issues with the website arise.
- Stay in active communication with the Business Manager in regard to advertising to publishing on the website.

### ***Multi-media Duties:***

- Assist the EIC in the training section editors in the production process of video content.
- Keep up to date on media editing software(s) available for the organization.
- Assist in the editing of multi-media content made for social media.
- Collaborate with the EIC and the editorial team in the planning of long-form media content.
- Assist in the uploading of long-form media content to YouTube and the processes of embedding the content into the website.
- Collaborate when needed from the Volunteer & Outreach Coordinator (VOC) on the publishing of social media content.
- Assist in the creation of short-form media content pulled from long-form media content produced by the organization.

### **Further 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:

- Experience with WordPress, *Required*.
- HTML & CSS, *Recommended*.
- PHP, *Recommended*.
- JavaScript, *Recommended*.
- SQL, *Recommended*.
- Experience with Amazon Web Services (AWS) and DreamHost, *Recommended*.
- Linux OS, *Recommended*.
- DreamOcean, *Recommended*.
- Experience with video-editing software for both long-form and short-form content, such as Adobe Creative Suite and CapCut and other free-ware software for mobile devices, *Recommended*.

Reports to: Business Manager, Editor-in-Chief

Oversees: Online assistant(s), Volunteers

Please submit your cover letter, resume and two to three (2 to 3) Website and/or video content produced and published. Please submit to the Hiring Committee: [hiring@thegauntlet.ca](mailto:hiring@thegauntlet.ca).

Deadline for applications is **Monday, May 4, 2026, at 4 pm.**