



**GAUNTLET
PUBLICATIONS
SOCIETY**

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

Layout & Graphics Editor

The Layout & Graphics Editor creates the layout of the physical publication as well as create compelling graphics for both print and digital, with the assistance and collaboration of the Visual Editor. This position is responsible for the design and layout of the newspaper and magazine editions, ensuring each issue is visually engaging, polished, and reader friendly. Working closely with the editorial team, the Layout & Graphics Editor translates content into compelling visual formats that reflect The Gauntlet's standards and style. The position is salaried contract, beginning June 8, 2026, and ending on April 30, 2027, and reports to the Editor-in-chief (EIC).

The following is tentative and subject to change as per the needs of the editorial board:

- The Layout & Graphics Editor will be responsible for creating the layout of our newspaper using InDesign.
- The Layout & Graphics Editor will be responsible for creating magazines using InDesign.
- The EIC will help guide the Layout Editor with what stories will be featured and how big the newspaper will be.
- The EIC will send edited articles and visuals for each editorial section during production week.
- The Layout & Graphics Editor will format the articles and stories the EIC sends over through InDesign during production week.
- Once complete, the Layout & Graphics Editor will send the InDesign files with the created newspaper back to the EIC, where the EIC take a final look, eventually sending it off to the printers.
- The Layout & Graphics Editor will produce graphics when needed for each editorial section for both print and digital publishing.
- The Layout & Graphics Editor will be responsible for maintaining good communication over slack and email with the visual editor on any assistance and/or collaboration on graphics for the editorial section.
- Participate in weekly editorial meetings to stay aligned with upcoming content and production schedules.
- The Layout Editor will be responsible for maintaining good communication over slack or email with EIC and Digital Editor.
- Participate in communications regarding the publication of the monthly print publication with vendors relating to the print publication and communicating with the EIC regarding any questions, comments, or concerns from our vendors.

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 time management skills.

3. Technical skills:

- Adobe InDesign
- Adobe Photoshop
- Procreate
- Canva

Reports to: Editor-in-chief

Collaborates with: Digital Editor, Visual Editor

Please submit your cover letter, and resume via email to the Hiring Committee:
hiring@thegauntlet.ca.

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