

## **JOB POSTING – SAIT Students' Association**



**Position: Arts & Entertainment Editor**

**Location: SAIT Main Campus**

### **POSITION SUMMARY**

Reporting to the Publications Editor and Publications Manager, this position's primary focus is producing and editing content for the Arts & Entertainment Editor (A&E) section for the weekly student newspaper, the Weal. The A&E Editor is responsible for covering on-campus news, local events, issues related to SAIT students and content interesting and valuable to the SAIT community.

### **RESPONSIBILITIES**

- Provide Publications Editor with high-quality content necessary to publish a superior Weal that appeals to our diverse audience.
- Work with volunteers and section writers to craft stories.
- Meet all deadlines as determined by the publications editor.
- Contribute roughly 8-10 hours a week in the execution of duties (this will vary depending on content requirements).

### **DUTIES**

The A&E Editor shall:

- Oversee and produce content for the A&E section.
- Receive stories from writers by Wednesday afternoon at 12 p.m. for editing
- Submit stories to the Publications Editor by Friday afternoon at 12 p.m. for editing
- All submitted copy must be formatted and copy edited according to CP style.
- Complete requests for photography or illustrations required for appropriate stories and submit them to appropriate editors at least 48 hours in advance.
- Develop and maintain a volunteer base to create content for features section.
- Proofread all sections of The Weal on production days (copy edit).
- Represent The Weal publicly on campus as appropriate.

### ***REPORTING RELATIONSHIPS***

Reports to: Publications Editor, Publications Manager

Supervises: Volunteer Writers, A&E Writer

## QUALIFICATIONS

- Currently enrolled in SAIT program.
- Responsible, mature and dependable.
- Interest in news style writing.
- Good knowledge of CP style, copy-editing and journalism mechanics.
- Ability to find content and follow stories through to completion, maintaining a narrative
- Ability to find untold stories or unique perspectives relating to campus interests
- Ability to accept and give feedback.
- Strong understanding of our audience, their needs, interests and desires and a strong understanding of our brand.
- Ability to manage and train volunteers and writers.
- Excellent problem-solving skills.

### **Application:**

- Please submit your cover letter, resume, references and one example of your work along with your winter semester class schedule to [lambie.hamilton@edu.sait.ca](mailto:lambie.hamilton@edu.sait.ca) **by 4pm Friday, February 10<sup>th</sup>, 2017.**