

JOB POSTING – SAIT Students' Association



Position: Editor in Chief

Location: SAIT Main Campus

POSITION SUMMARY

Reporting to the Publications Coordinator, the Editor in Chief will be responsible for the overall production of the student-operated newspaper. This position's primary focus is editing content for weekly newspaper (The Weal), the Survival Guide and SAIT's Yearbook. The Editor in chief is responsible for ensuring that the content of SAITSA's publications are issues related to SAIT students that are interesting and valuable to the SAIT community.

RESPONSIBILITIES

- Responsible for publishing corrections in print and online editions of errors in paper. Gives final approval of all pages before sending to printer
- Focuses on the details of each page of the newspaper, including photos, graphics, articles, headlines and columns
- Works closely with Publications Editor concerning content and appearance, including design and production

DUTIES

- Chairs weekly editorial meetings and creates a storyboard for layout unique to each issue then communicates the schedule to section editors
- Collaborates with volunteers, section editors and writers to craft stories
- Meets weekly with section editors and writers for critiques, training and problem solving
- Updates The Weal Staff Manual over the summer to guide new and returning Weal staff in their respective roles

The Editor in Chief shall:

- Oversee production of publication from conception to completion
- All submitted copy must be formatted and copy edited according to CP style
- Proofread all sections of The Weal on production days (copy edit)
- Represent The Weal publicly on campus as appropriate

REPORTING RELATIONSHIPS

Reports to: Publications Manager

Supervises: Editors, writers, photographers, volunteers

QUALIFICATIONS

EDUCATION: Post-secondary education in a related field

- Responsible, mature and dependable
- Good knowledge of CP style, copy-editing and journalism mechanics
- 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, and references to lambie.hamilton@edu.sait.ca **by 4pm Friday, Nov. 10**