

JOB POSTING – SAIT Students' Association



Position: Sports Editor

Location: SAIT Main Campus

POSITION SUMMARY

Reporting to Publications Editor and Publications Manager, this position's primary focus is coordinating the sports content of weekly student newspaper, The Weal. The sports section should primarily cover on-campus sports and features. Less a play-by-play and more a collection of unique and compelling sports stories and features. The section will aim for wider appeal to a greater number of students and staff in the SAIT community.

RESPONSIBILITIES

- Provide the Publications Editor with the high-quality content necessary to publish a high-quality Sports section in The Weal.
- 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 Lifestyle Editor shall:

- Oversee and produce content for the sports section.
- Stay up to date with athletics on campus and sports related news
- 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.
- Work with the web reporter, photographers and writers to provide original sports content for theweal.com, Facebook and Twitter.
- 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, Sports 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 **by 4pm Friday, February 10th, 2017.**