

JOB POSTING – SAIT Students' Association



Position: Arts & Entertainment Writer

Location: SAIT Main Campus

POSITION SUMMARY

Reporting to Section Editors, Publications Editor and Manager, this position's primary focus is producing content for the weekly student newspaper, The Weal. Mainly responsible for covering on-campus Arts & Entertainment. Staff writers may write for any section of the paper.

RESPONSIBILITIES

- Ensure publications editor is provided with high-quality content necessary to publish a superior Weal that appeals to our diverse audience.
- Work with section editors 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

Staff Writers shall:

- Write at least one story, intended for the print edition and online, per issue.
- Submit stories to the News Editor by agreed upon deadlines and submit polished work at 9 a.m. on the Monday preceding the day of copyedit to the Publications Editor via email.
- Produce online-specific content on agreed upon timelines.
- All submitted copy must be formatted and copy edited according to CP style.
- Use story planner information to execute the best story possible.
- Develop and maintain a volunteer base to create content for features section.
- Check for messages, emails and assignments at the Publications office at least once daily from Monday to Friday.
- Represent The Weal publicly on campus as appropriate.

REPORTING RELATIONSHIPS

Reports to: Publications Editor, Publications Manager, Section Editors

Supervises: Volunteer Writers

QUALIFICATIONS

- Currently enrolled in SAIT program.
- Responsible, mature and dependable.
- 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.
- Excellent problem-solving skills.

EVALUATION

The Staff writer will be evaluated once in the fall and again in the winter semester of each academic year.

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 9, 2018.**