

## **JOB POSTING - SAIT STUDENTS' ASSOCIATION**



**POSITION: LAYOUT EDITOR**

**LOCATION: SAIT Main Campus**

### **POSITION SUMMARY**

Reporting to the Publications Editor and Manager, the Layout Editor is primarily responsible for editing, correcting and cropping photos, laying out each weekly issue and designing graphics for The Weal.

### **RESPONSIBILITIES**

1. Provide the Weal with the layout and graphic design support required to publish a high-quality, reader-friendly newspaper.
2. Meet all deadlines as determined by the Publications Editor and Manager.
3. Contribute 8-10 hours a week in the execution of his/her duties.

### **DUTIES**

The Layout Editor shall:

1. Complete pagination and layout for each weekly issue of The Weal.
2. Prepare photos and other graphic elements for print.
3. Co-ordinate graphic elements with section editors as story ideas are brainstormed.
4. Collaborate on cover and page design and execute layout of pages as directed by the Publications Editor and Publications Manager.
5. Available Mondays to Thursdays for design, layout and typesetting
6. Ensure cover is thought out and elements are obtained, in conjunction with Photo Editor
7. Work to develop and assist any interested volunteers.

### **REPORTING RELATIONSHIPS**

Reports to: Publications Manager, Publications Editor

Supervises: Volunteer Designers

### **QUALIFICATIONS**

- Currently enrolled in a SAIT program.
- Responsible, mature and dependable.
- Enthusiastic about the way words and images can work together.
- Comfortable with Indesign and the Adobe suite.
- A visual thinker who can communicate ideas that support written content.
- Ability to accept and offer feedback.
- Interested in designing interesting and fresh issues each week
- Keen attention to detail
- Familiar with newspaper/magazine layout
- Excellent problem-solving skills.

### **EVALUATION**

The Layout Editor 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](mailto:lambie.hamilton@edu.sait.ca)

