



## ARTS & ENTERTAINMENT EDITOR

### POSITION SUMMARY

Reporting to the Publications Coordinator and Editor-in-Chief, this position's primary focus is coordinating content for the arts and entertainment section of the Weal. The arts and entertainment section will aim to make the Weal relevant to SAIT students by providing compelling stories and features on concerts and events at the Gateway, in and around local communities, as well as artists, musicians, celebrities, and album reviews.

### RESPONSIBILITIES

1. Provide the Publications Editor and Editor-in-Chief with the high-quality content necessary to publish the arts and entertainment section in the Weal, which is comprised of practical and useful arts and entertainment reporting for the students and staff of SAIT and the wider community.
2. Plan weekly section, write stories and assign stories to volunteers.
3. Edit the work of volunteer writers and offer feedback.
4. Meet all deadlines as determined by the Publications Editor and Editor-in-Chief.
5. Contribute hours on a part-time weekly basis in the execution of duties.

### DUTIES

The Arts & Entertainment Editor shall:

1. Plan the arts and entertainment section with a clear focus on the audience and purpose of the Weal.
2. Attend weekly pitch meetings. The editor will come prepared with three story ideas and suggestions.
3. The editor will offer feedback for and on content in other sections of the magazine.
4. Write at least two feature stories for the section each issue.
5. Assign stories to writers using story planners. Completed story planners are due 24 hours after pitch meeting to the Publications Coordinator and Editor-in-Chief. They should be submitted via email.
6. Offer guidance and feedback on volunteers' work.
7. Edit the work of writers before submitting to the Publications Editor and Editor-in-Chief and facilitate necessary changes before publication.
8. Submit content (your stories and the stories of volunteer writers) to the Publications Editor and Editor-in-Chief.
9. Complete written requests for photography required in the section and submit them to the photo editors at least 48 hours in advance of the event.
10. Proofread all sections of the Weal on production days and provide final approval for print.

### REPORTING RELATIONSHIPS

Reports to: Publications Coordinator, Editor-in-Chief

Supervises: Volunteer Writers

### QUALIFICATIONS

- Currently enrolled in SAIT program.
- Responsible, mature, and dependable.
- Interest in arts and entertainment 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.
- Ability to manage and train volunteers and writers.
- Excellent problem-solving skills.

### APPLICATION

Applicants are to email their resume and cover letter to [theweal@gmail.com](mailto:theweal@gmail.com) with the subject-line "Weal Arts & Entertainment Editor 2019- 2020" by Feb. 15, 2019.