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|  | JOB DESCRIPTION  Part Time Staff |

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| **Position Title:** | ***The Silhouette* Arts & Culture Editor** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | *The Silhouette* Editor-in-Chief |
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| **Remuneration:** | C4 |
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| **Hours of Work:** | 10-12 hours per week |

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| **General Scope of Duties** |
| The Arts & Culture Editor assigns stories and columns to volunteers, makes photo requests, edits articles and lays out the Arts & Culture section of the Silhouette. It is the Editor’s responsibility to ensure that the section is timely, consistent, and regularly has enough content to fill the print product, as well as maintain a regularly updated online section. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Research & Assignment of Stories | 20% | * Search for stories on campus by maintaining contacts and visiting University departments * Prepare stories for volunteers by providing a list of contacts and suggestions to maintain accuracy * Delegate stories to volunteers * Ensure accuracy by research and with fact checking |
| Writing Stories | 10% | * Research stories and conduct interviews |
| Editing | 15% | * Ensure stories are accurate, coherent, balanced, grammatical, and otherwise well written * Communicate with Multimedia Editor to ensure the story is constructed properly on the page * Counsel volunteer writers on their submissions |
| Layout | 35% | * Layout of the Arts & Culture section of the Silhouette online and in print |
| Supervisory Function | 10% | * Recruit and train volunteers on proper writing techniques * Supervise the Arts & Culture Reporter and Staff Writers |
| Communications Function | 10% | * Make departmental reports to the Editor-in-Chief via one-on-ones * Provide input for the editorial, focus of the paper, layout format, etc |

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| **Knowledge, Skills and Abilities** |
| * Able to write grammatically correct sentences and coherent stories in accordance with Canadian Press style * Creative and literary skills * Assertive and clear communication ability to reach contacts and ascertain correct facts * Personal skills to work with colleagues, volunteers, and the public * Able to use Adobe InDesign, Word, Wordpress (training provided) * Time management and organizational skills required * Editing ability * Interviewing and analysis skills * Knowledge of Media Law |

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| **Effort & Responsibility** |
| * Attention to detail to maintain accuracy and balance * Persistence to get the right information from contacts * Approach subjects as layperson in order to get the appropriate information from contacts and provide an objective and clear account * Effort required to maintain thought during long hours |

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| **Working Conditions** |
| * Silhouette office (open office with many computer terminals and a lounge) * Time demands may exceed stated hours of work |

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| **Training and Experience** |
| * Experience with writing (previous experience with the Silhouette an asset) * Computer training needed before September * Rudimentary knowledge of media |

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| **Equipment** |
| * Computer equipment to perform layout and writing responsibilities * Recording devices for interviewing and transcribing |