

Intercamp Managing Editor

Location: City Centre Campus

Reports to: The Director of Marketing and Communications

Date: July 5th, 2010

The Students' Association

The Students' Association of Grant MacEwan University employs several part-time students and full time staff, who develop and provide award-winning services and programs, ensuring the best possible experience for MacEwan students. The staff work in a unique environment, supporting and providing expertise to student leaders to whom they also report. All staff positions are contingent upon the establishment of an adequate annual budget.

Together with the Executive Team, comprised of the Executive Director and the Student Executives, the staff form a high performance Team of Managers and Staff who work collaboratively to fulfill the Association's mission, under the direction of the Association's highest governing body, the Students' Council. Three Directors lead qualified staff in these areas: Finance and Operations, Programs and Services, and Marketing and Communications. A Strategic Plan is developed annually in order to establish appropriate goals and objectives for providing effective programs and services, based on student-identified needs and wants.

Job Summary: The Managing Editor of Intercamp

The Managing Editor is responsible for all aspects of the two major Students' Association publications, Intercamp, the weekly newspaper, and the student handbook, the Interpreter. During the school year the Managing Editor directs the editorial process and oversees a staff of five and a volunteer base of nearly 50 writers to produce the weekly newspaper. All managerial and most editorial decisions are made by the Managing Editor. The Interpreter is produced in the summer. The Managing Editor is responsible for ad sales for both publications.

Even though the newspaper is editorially autonomous, the Managing Editor provides leadership within the Students' Association as a full participating member of the management team.

Compensation: \$45 000 - \$ 55 000 with a comprehensive health and dental plan and RRSP contributions.

Duties

1. Editorial oversight of Intercamp

- Ensuring weekly publication of Intercamp
- Overseeing part-time editors and guiding them
- Implementing a performance appraisal system of mutual goal-setting and continuous evaluation of supervised staff.
- Recruiting volunteer writers
- Liaising with sources and developing story ideas
- Serve on the Students' Newspaper Steering Committee as an Ex-Officio member

2. Intercamp and Interpreter ad sales

- Taking orders from existing clients
- Creating new contacts and soliciting new advertisers
- Providing excellent service to clients from booking through to invoicing

3. Interpreter editorial content

- Compiling outside sources of information for the handbook
- Working with the marketing and communications department to determine content
- Writing any required Students' Association information items as required

4. Professional Development

- Maintaining relevant knowledge of best practices for staff and volunteer supervision, marketing, journalism and other work related areas.
- Participating in professional and personal development activities.

Assisting staff outside the marketing and communications area periodically, and performing other work that may be assigned, in fulfillment of the Association's objectives.

Job Specifications

Education

- Journalism diploma or a university degree in a relevant area, or equivalent education and experience

Experience

- At least one year of experience in a newsroom
- Editing experience would be an asset
- Staff and volunteer supervision would be an asset

Position-specific Knowledge, Skills and Abilities

- Excellent communication skills (written and verbal)
- Knowledge of CP (Canadian Press) Style
- Leadership, organizational and project management skills
- Excellent computer skills
- Print and electronic/online publication experience
- Knowledge and ability to use various software programs, including the Adobe Creative Suite.
- Ability to work with a diverse range of clients and colleagues
- Ability to inspire teamwork in immediate work area and within the SA.

Other Position Considerations

The salary provided is compensation for all hours worked.

Working Conditions

Physical Demands

- Physically fit enough to carry boxes of printed materials, periodically, taking care to minimize the risk of injury.

Work Environment

- flexible work hours
- periodic extended regular hours, if a deadline must be met
- ability to travel to satellite campuses periodically

Send cover letter and resume to:

Keith Andony, General Manager
Andonyk@macewan.ca
