

EDITOR-IN-CHIEF – MARTLET PUBLISHING SOCIETY

POSITION DETAILS:

Hours: 35 hrs/week

Pay: \$40,000 - \$44,000/year

Location: Student Union Building B011, UVic

Tentative start date: mid April, 2024

End date: April 2025, end of Volume 77

OVERVIEW

The Martlet is UVic's independent student newspaper. It is run by the Martlet Publishing Society, which is a registered non-profit organisation. Our statement of purpose is to be a source of constructive social change while reporting accurately and fairly on issues and events that affect students and the local community. During the academic year, we publish on a bi-weekly schedule online and in print.

Reporting directly to the Martlet Publishing Society Board of Directors, the Editor-in-Chief (EiC) will be responsible for the overall direction, continuity, and quality of the paper. They will directly supervise the work of the editorial and volunteer staff and work with any outside entities to carry out duties of the EiC or delegate them.

DUTIES:

- Take responsibility for the editorial decisions of the paper.
- Ensure all necessary requirements for bi-weekly publication of the paper have been met, with the operations manager and design director.
- Understand libel, fact-checking procedure, basic media law, publishing rights, and policies and mission of the MPS.
- Edit all stories, ensuring that print copy is edited by at least two different people (not including copy edits).
- Assist and mentor writers on stories as necessary.
- Write stories as necessary.
- Produce curated content for the Martlet's social media accounts and newsletter, organize and schedule posts, track engagement, and plan strategies for growth.
 - Build and establish better community relationships as a representative for the Martlet Publishing Society.
- In conjunction with the operations manager, hire and train part-time employees and volunteers.
- Understand and work within the guidelines of the Martlet Publishing Society

(MPS), and the BC Societies Act.

- Ensure standard and trauma-informed interview procedures are understood, respected, and followed for all, and especially sensitive, stories.
- Maintain the Martlet Volunteer Program by leading a workshop series and online Discord community for new volunteers.
- Ensure that editors and other editorial employees carry out their responsibilities as described in their job descriptions and according to Martlet style.
- Promote a healthy working relationship with the operations manager, design director, and all other employees and volunteers.
- Assist the operations manager with researching grants, grant writing, and planning fundraising campaigns.
- Create and update current Martlet policies, procedures, and documents to address evolving challenges in the Martlet newsroom and wider journalism industry.

QUALIFICATIONS:

- Experience with editing, interviewing, and writing.
- Strong communication, organisation, and leadership skills.
- Knowledge of and interest in journalism, and familiarity with newspaper layout and style.
- Ability to work in a high-pressure, student environment with staff and volunteers who hold diverse perspectives, while managing tight deadlines.
- Ability to maintain objectivity in divisive, challenging circumstances.
- Knowledge of defamation, copyright laws, Canadian Press style, and publishing rights.
- Basic knowledge of Wordpress, MailChimp, and Google Drive.
- Familiarity with online content and/or social media marketing.
- Commitment to the goals of the Martlet.
- Previous experience with the Martlet is considered an asset.
- Experience with trauma-informed interview techniques is an asset.
- Experience with grant writing is considered an asset.

This position will be paid a yearly salary of \$40,000-\$44,000 on a bi-weekly basis and will receive extended medical and dental benefits, as well as compensation for a monthly staff bus pass.

The employee may work a modified flex schedule where daily scheduled hours can be increased to allow for one day off every two weeks.

Application deadline: March 12, 2024. Prompt applications are encouraged.

How to apply: please send your resume, a cover letter, and 2-3 writing samples to business@martlet.ca. Interviews will be conducted via Google Meet.