



**JOB POSTING**  
**May 10th, 2022**

**Gazette Manager, Editorial Support and Composing**  
**Full-time Permanent Position**

The University Students' Council at Western University is seeking a full-time Manager to work with the Gazette as the Manager of Editorial Support and Composing on a full time permanent basis.

Reporting to the Senior Manager, Advocacy and Government Services, the Gazette Manager, Editorial Support and Composing will support the student leadership at the Gazette to turn their editorial vision into reality. The Gazette is a student-led and operated news organization operating on Western University's campus. The Gazette Front Office is composed of three student leaders who operate the organization's day-to-day activities including all editorial decisions. The Gazette is looking for an editorial professional who is willing and able to support the student leadership at the Gazette. Through proper mentorship and support the Gazette is looking for this new person to continue the tradition of developing the future of Canadian Journalism. The Gazette has a long history of developing some of Canada's best journalists who now work at the New York Times, NBC, Globe and Mail, Toronto Star and the London Free Press.

The successful candidate will ideally have a diploma or degree in Journalism, Design, or related field. They must be proficient in HTML and CSS, and have experience at a daily or weekly newspaper, school of journalism or similar media enterprise.

Hours of work are 8:30 am – 4:30 pm from Monday to Friday, however these hours are subject to change due to fluctuating operating hours. During peak periods, the hours of work may be adjusted to accommodate increased workload. Occasional overtime may be required.

Please submit your application by May 23rd at 11:59 p.m. at:

<https://westernusc.forms-db.com/view.php?id=441254>

***USC People and Development***  
***University Students' Council of The University of Western Ontario***

*Please note: The Corporation is currently accepting resumes from USC Bargaining Unit Employees and other internal applicants as per the Collective Bargaining Agreement. Only those deemed qualified will receive notification of an interview.*

*The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.*

<b>Job title</b>	<i>Gazette Manager Editorial Support and Composing</i>
<b>Reports to</b>	<i>Senior Manager, Advocacy and Government Services</i>

### **Job purpose**

The Gazette is a student-led and operated news organization operating on Western University's campus. The Gazette Front Office is composed of three student leaders who operate the organization's day-to-day activities including all editorial decisions. The Gazette is looking for an editorial professional who is willing and able to support the student leadership at the Gazette to turn their editorial vision into reality. Through proper mentorship and support the Gazette is looking for this new person to continue the tradition of developing the future of Canadian Journalism. The Gazette has a long history of developing some of Canada's best journalists who now work at the New York Times, NBC, Globe and Mail, Toronto Star and the London Free Press.

### **Duties and responsibilities**

*Note: the successful candidate will be replacing a long standing employee who is about to retire. Their tenure with the organization has seen the days of typewriters, negatives being used for proofs, to the PC and most recently as a digital first web product. Their presence in the organization as a trusted advisor and mentor is well ingrained in the culture. The successful candidate will need to consider this as they integrate into the Gazette Newsroom and culture.*

### **Mentoring / Training**

The Gazette is looking for a person who is able to set their own vision of success aside and follow the direction of the students leading the paper. We are looking for someone to continue this tradition of developing journalists who;

- Support the development of the Gazette Student Journalist team, including the Front Office by providing consistent coaching and professional development
- Provide and facilitate orientation for the Gazette including training on the USC administrative structure for the editorial front office staff
- Provide advice on any issues that the editorial team brings forward

### **Web Development**

- Further development of the Gazette's online presence by using HTML and CSS to expand their online footprint.

### **Print Publication**

- Ensure that all print products are printed on deadline as well as execute any administrative functions related to the printing process including:
  - Developing print schedules
  - Ensuring invoices for printing are paid
- Ensure Gazette staff are provided proper training on print product design, layout and production

### **Administration:**

- Support the financial administration of the Gazette alongside the Managing Editor. This includes: budgeting, monitoring of spending, and working with the USC Finance team.
- Act as the administrative and governance support to the Gazette Publications Committee.
- Support the general administration of the office to ensure the student journalists can focus on storytelling and learning.

**Ad Sales/Revenue:**

- Responsible for the intake, execution and billing aspects of any advertising appearing in Gazette publications.
- Within the BLOX CMS administer all advertising functions including positioning of ad units, upload and management of client advertisements, managing impressions served and start/stop dates for advertising.
- Engage with clients and potential clients regarding media products available to them with the Gazette.

**Information systems:**

- Front line support for predominantly Macintosh computer systems including deploying and configuring systems as required and maintaining hardware and software to a serviceable standard.
- Manage inventory of hardware and software subscriptions.
- Exercise oversight on the administration of various subscription-based information systems products.

**Qualifications**

Listed below are the qualifications requirements for the role

- Proficient in HTML and CSS
- Ability to work for and with youth
- Experience at a daily or weekly newspaper, school of journalism or similar media enterprise is required

Listed below are qualifications that would be ideal for the role, but not required

- Diploma or Degree in Journalism, Design or related field is an asset
- Proficiency in AdWorks, BLOX, Google Adsense, Google Workplace, and Slack an asset

**Working Conditions**

Regular evenings and weekends will be required to ensure the print deadline is met as well as to provide any after hours support students require. Due to the nature of the position, this role must perform all of its duties in the office with limited opportunity for work from home. Long periods of sitting at a desk are required with frequent interruptions and interactions with students.

**Key Relationships**

The ability to work with the USC Administration Team, as well as the Gazette Staff Team, will be crucial for the success of this role. Specifically, the successful candidate will need to work with the Gazette Publications Committee, USC Senior Management, the Finance department, the People and Development department, the Printing Press, and advertising clients.

**Direct Reports**

At the moment there are no direct reports, but as the Gazette continues to develop there may be an opportunity to manage a small team if revenue supports these expenses.

**Additional Benefits**

Cell phone stipend, Health and Dental benefits, Wellness benefits, Vacation and Flex days, Group Pension/RRSP, Merit Bonus, Professional Development.

**Additional Information:**

*Note: the successful candidate will be replacing a long standing employee who is about to retire. Their tenure with the organization has seen the days of typewriters, negatives being used for proofs, to the PC and most recently as a digital first web product. Their presence in the organization as a trusted advisor and mentor is well ingrained in the culture. The successful candidate will continue this tradition and create their own unique identity within the newsroom.*

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