

Job Posting: Editor-in-Chief

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



The Carillon is seeking a responsible and motivated individual to join as the Editor-in-Chief (EIC). This position is central to ensuring the editorial direction of the publication aligns with journalistic standards, engages the student body, and maintains the integrity of the publication. The Editor-in-Chief will be responsible for overseeing all content, managing editorial processes, guiding the editorial team, and ensuring the quality and relevance of articles published.

About Carillon

The Carillon Newspaper at the University of Regina is an independent, student-run and student-funded publication that has been serving the university community since 1962. It prides itself on being the voice of the students, providing a platform for diverse perspectives and opinions. Covering a broad spectrum of topics including campus news, features, arts and culture, sports, and opinion pieces, the Carillon aims to inform, entertain, and provoke thought among its readership. Run by a Board of Directors and a group of amazing staff, the newspaper is dedicated to upholding the principles of journalism while offering hands-on experience to aspiring writers, editors, photographers, and designers. It serves as a training ground for students interested in pursuing careers in media and communications.

The position

Reporting to the Executive Director, the Editor-in-Chief will be responsible for overseeing and managing the content of the publication. This includes setting editorial direction, writing content, editing pieces, and ensuring all articles align with the editorial standards of The Carillon. The EIC will also work closely with the editorial team to ensure a cohesive publication that engages the student community. The role requires a strategic leader with a strong vision for the publication's content and an ability to manage multiple projects simultaneously.

Responsibilities

Editorial Leadership and Strategy (Approximately 30%)

- Oversee the entire editorial process and ensure content meets high journalistic standards.
- Supervise all section editors, providing guidance on article ideas, development, and editing processes.
- Lead the editorial board meetings and ensure decisions are made in the best interest of the publication.
- Ensure the overall content of the paper is timely, relevant, and reflective of diverse perspectives.

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- Maintain and uphold The Carillon's editorial policies and practices.

Content Development and Management (Approximately 70%)

- Develop editorial pitches and content plans with editors for each issue.
- Coordinate the flow of content, ensuring all sections are completed and deadlines are met.
- Foster relationships with contributors and writers to build a diverse pool of talent.
- Write at least one major editorial piece per issue and oversee all other written content.
- Ensure that content adheres to the standards of the Canadian Press Style Guides.
- Manage content across various formats including digital and print.
- Copy-editing the articles for clarity, accuracy, and tone, maintaining a high standard of writing and journalistic integrity.

What we are looking for

- A combination of relevant education and/or practical experience in journalism or a related field.
- A passion for journalism and a commitment to upholding editorial and journalistic standards.
- Strong leadership and organizational skills with the ability to manage teams and projects.
- A collaborative approach and the ability to work well with other team members.
- Exceptional command of the English language with strong writing, editing, and communication skills.
- Ability to handle multiple deadlines and manage a high workload.

Demonstrated skills and/or experience with

- Strong time management and organizational skills, with the ability to balance multiple tasks and meet deadlines in a student environment.
- Writing, copy-editing, and proofreading skills in English, with attention to detail and a commitment to journalistic standards.
- Team collaboration and leadership, including working with peers, mentoring, and contributing to group projects.
- Familiarity with digital media, content creation, and social media platforms, with an understanding of how to manage and present content effectively.

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The selected candidate must be a registered student at the University of Regina or any of its affiliated colleges and must be able to legally work in Canada.

Contract Period This is a permanent position that remains in effect until the Employee ceases to be a student at the University of Regina or the Agreement is terminated, whichever comes first.

Hours of Work This position is required to work part-time, on average 20 hours per week, with a flexible schedule. At least 70% of the work hours should be completed in-person during office hours on weekdays between 8 AM and 6 PM CST, unless otherwise negotiated with the Employer.

Remuneration This position will receive an hourly rate of \$20, paid semi-monthly, for the total hours worked for a pay period. Applicable taxes and deductions will be applied as required by law. The Employee will receive up to 10 days of personal/sick days off in a year and entitled three weeks of vacation after completion of each year of employment with the Carillon Newspaper. The Employee will also receive \$500 in professional development funds each year and can be used for any training/conference related to your job.

Reports to Executive Director

Deadline to Apply **Thursday, May 1st at 4:00 pm**

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To Apply

Submit a resume (with a contact list of at least two professional references) and a cover letter to the HR@carillonregina.com. Please attach the above all in one document and include your name in the title. Your cover letter should connect how your skills and experience are relevant to this role, and ideally highlight your approach to leadership. Please also **send in two writing samples** that showcase your abilities. These can be pieces you've written for courses previously, academic papers, articles published in other papers, articles you've contributed to our paper, or even creative writing. Should you choose to submit your application in another format such as video recording, please contact us prior to your submission.

Equity statement

Carillon actively encourages and prioritizes applications from people who self-identify as being part of groups, communities, or having identities that experience barriers to equity. Self-identified equity-seeking candidates who meet the core skill and ability requirements for this position will be prioritized for hiring.

Hiring process and timeline

After the application deadline, the Executive Director will review all applications and create a shortlist of candidates using a comprehensive and equity focused hiring matrix. All candidates will be notified if they have been accepted to the shortlist or not, with the opportunity to ask for additional details upon request. Shortlisted candidates will be invited to the interview process, with the ability to request alternative interview methods if accommodations are needed. After interviews and any reference checks are completed, the Executive Director will make a decision and the successful candidate will be notified immediately and offered the position, and other interviewed candidates will be notified of the decision.