

Job Posting: Production Coordinator

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



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 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 Editor-in-Chief, the Production Coordinator will be responsible for overseeing the layout, visual presentation, and final production of each issue of The Carillon and associated newsletters. This includes designing the cover, arranging editorial content using Adobe InDesign, preparing print-ready files, and ensuring all visuals meet quality and copyright standards.

The Production Coordinator works closely with section editors, the Editor-in-Chief, and the Executive Director to ensure timely and professional publication. The role requires strong design skills, attention to detail, deadline management, and proactive communication.

Responsibilities

Production & Layout Management (Approximately 60%)

- Create the final layout for each issue of The Carillon newspaper and any newsletters published by the organization.
- Design the cover of each issue and any pages styled as graphic spreads.
- Arrange all text and visual content using Adobe InDesign.
- Work closely with section editors to ensure proper placement of articles and accompanying visuals.
- Submit draft layouts to the Editor-in-Chief for review and revisions.
- Prepare and submit final print-ready files to the printer and Marketing & Web Coordinator in accordance with production deadlines.
- Maintain visual consistency and uphold publication design standards

Graphics & Image Coordination (Approximately 20%)

- Collaborate with section editors to create or source images for each article.

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- Ensure all visuals meet quality, style, and copyright requirements.
- Edit and optimize images for print and digital publication.
- Maintain proper attribution and documentation for all sourced visuals.

Other tasks as assigned by Executive Director and Editor-in-Chief (Approximately 20%)

What we are looking for

- A combination of relevant education and/or practical experience in graphic design, journalism, communications, or a related field.
- Strong proficiency in Adobe InDesign.
- Experience in layout design and visual storytelling.
- A strong commitment to journalistic integrity and publication standards.
- Ability to manage deadlines in a fast-paced production environment.
- The successful candidate has to be a registered student at the University of Regina.

Demonstrated skills and/or experience with

- Strong time management and organizational skills.
- High attention to detail and visual accuracy.
- Experience in print layout and publication production.
- Basic image editing skills (e.g., Adobe Photoshop or equivalent).
- Understanding of copyright requirements for visual materials.
- Proactive communication style and ability to collaborate within a team.

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 contractual part-time position, starting on **April 1st, 2026** and ending **April 15th, 2027**. The employment will automatically terminate on **April 15th, 2027**, unless renewed in writing by both parties.

Summer Term (May–August 2026):

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During the summer period, there will be limited operational and publication activities. As a result, work hours will be significantly reduced and may be intermittent based on production needs. The Employee will only be scheduled and compensated for hours worked during this period. Specific expectations and availability will be discussed in advance with the Editor-in-Chief and Executive Director.

Hours of Work

The position is part-time, requiring up to **15 hours** per week. The exact hours per week may vary depending on the publication schedule and operational needs.

The Employee may be expected to occasionally attend training sessions, editorial meetings, and other work meetings outside of business hours. Advance notice will be provided.

Remuneration

The Employee will be paid **\$18** per hour on a semi-monthly basis according to the Employer's regular payroll schedule. This position comes with 1 week of paid vacation during the first year and 3 weeks of paid vacation upon completion of one year of work. It also comes with three days of sick/personal paid leave and extended sick leave for prolonged and serious illness.

Reports to

Editor-in-Chief

Deadline to Apply

Sunday, March 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 submit the **portfolio samples (minimum 2 examples of layout or design work; links acceptable)**. 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 and Editor in Chief 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.