

Job Posting: Editor-in-Chief

The Carillon Newspaper Inc.

Room 227, Riddell Centre at the University of Regina



The Carillon Newspaper Inc. is seeking a responsible and motivated individual to serve as Editor-in-Chief (EIC). This position plays a central role in ensuring the publication's editorial direction aligns with strong journalistic standards, engages the student body, and maintains the integrity and credibility of the newspaper.

The Editor-in-Chief is responsible for overseeing the editorial content, managing newsroom processes, guiding the editorial team, and ensuring the overall quality, relevance, and accuracy of published work, while demonstrating leadership skills.

About Carillon Newspaper Inc.

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

The Editor-in-Chief (EIC) is responsible for leading the editorial operations of The Carillon Newspaper Inc. This role oversees all newsroom activities, including content planning, editorial supervision, staff development, and final publication quality across print and digital platforms.

Working under the direction and supervision of the Executive Director, the EIC ensures that all published content meets high journalistic standards, aligns with organizational policies, and reflects the voices and interests of the student community.

Responsibilities

Editorial Leadership and Oversight (Approximately 20%)

- Oversee the editorial process to ensure all content meets journalistic standards of accuracy, fairness, and objectivity.
- Train editorial staff at the beginning of their contracts and provide ongoing mentorship throughout the term.
- Supervise section editors and provide guidance on story development, editing, and newsroom workflows.

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- Resolve editorial issues in accordance with directives and policies established by the Executive Director.
- Ensure adherence to Canadian Press style and The Carillon's editorial standards.
- Maintain student outreach to support relevance and engagement within the campus community.
- Supervise the editorial board and contribute to decision-making that supports publication quality and deadlines.

Content Development and Editorial Management (Approximately 60%)

- Develop editorial plans and content outlines in collaboration with section editors for each issue.
- Coordinate newsroom workflow to ensure all sections are completed on schedule.
- Copyedit articles and assist with final issue editing in collaboration with the Editorial Consultant.
- Ensure all written content meets clarity, accuracy, tone, and journalistic integrity standards.
- Write up to one full page of content per issue as required.
- Collaborate with the Production Coordinator to meet all publication deadlines.
- Manage content production across print and digital platforms.

Reporting and Operational Communication (Approximately 20%)

- Submit bi-weekly editorial plans to the Executive Director.
- Provide regular updates on production progress and newsroom operations.
- Communicate risks, challenges, or editorial concerns in a timely manner.
- Work under the supervision of the Executive Director and the Editorial Committee to uphold HR policies through equity, diversity, inclusivity, decolonization, and reconciliation work among the staff.

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 with projects.

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- A strong collaborative and team-centered approach with the ability to work well with all team members.
- Exceptional command of the English language with strong writing, and editing, skills.
- High emotional intelligence in practicing positive and professional communication and conflict resolution skills in a constructive manner. Ability to handle multiple deadlines and manage a high workload.

Demonstrated skills and/or experience with

- Time management and coordination of multiple tasks under deadlines.
- Writing, copy-editing, and content review with strong attention to detail.
- Team leadership, collaboration, and peer mentorship.
- Working positively and efficiently under supervision of an overseeing committee, while simultaneously being skilled at independent leadership and operational success under minimal supervision.
- Familiarity with digital media, content creation, and publication workflows.

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 term-based contract position running from August 2026 to April 2027 (inclusive). The employment will automatically end on April 30, 2027, unless extended or renewed in writing by both parties. Notwithstanding the stated term, the position remains in effect only while the Employee is a registered student at the University of Regina, and will end earlier if the Employee ceases to be a student or if the Agreement is terminated in accordance with its terms, whichever comes first.

Hours of Work This position requires working up to 20 hours per week on a part-time basis. Work hours may vary depending on operational needs and production schedules. 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.

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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. This position does not include vacation entitlement; however, vacation pay in the amount of 5.77% is included in compensation, in accordance with applicable employment standards. The Employee will also receive \$500 in professional development funds each year and can be used for any training/conference related to the job position.

Reports to

Executive Director

Deadline to Apply

Wednesday, July 8th at 4:00 pm

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

The 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

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After the application deadline, the Executive Director, in consultation with the Board of Directors, 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 and the Board HR Committee 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.

For any further inquiries for information regarding the job position, please reach out to HR@carillonregina.com