

all masthead are expected to...

- download Discord to communicate within the team and with staff/contributors
- utilize the Gargoyle's Google Drive to fulfill their editorial/admin responsibilities
- attend production nights based on role expectations
- attend one annual general meeting per volume

section editors (12)

expected commitment level: 10-15 hours on production weeks, 5 hours on non-production weeks

our section editors compose the bulk of the masthead and are the individuals responsible for making the gargoyle the publication that it is! each section has 2 co-editors who work together in order to produce and edit content for each of our 13 issues.

standard duties:

- writes prompts (<75 words) for the upcoming issue theme
- develops the editorial vision for their own section
- communicates with contributors via the garg email: accepting proposals, setting deadlines, and rejecting proposals
- creates pieces for their own section (in the case of insufficient submissions)
- developmentally edits each accepted article
 - does interactive edits with the contributor
 - checks for incorrect sources and equity issues
- ensures all section pieces are ready for copy editors on time
 - liaisons with the lead copy editor in the event of delays
- attends production night and oversees section progress
 - formats articles to get the document ready to print
 - communicates with prod managers to print articles
 - ensures that all flats within their sections are collaged
- maintains regular communication with the rest of the masthead via discord

section-specific information:

politics

- politics section editors must be very aware of the gargoyle's editorial vision and practices to flag potentially problematic articles
- helps advise masthead on equity-sensitive pieces

uc

- uc either has all pages filled or absolutely no submissions — be prepared to write an article on the fly!
- keeps up with the uclit

opinions

- one of the most broad sections at the gargoyle, prepare to edit a whole range of articles

- opinions articles still need a core argument, make sure that argument and the writer's personal voice really come through with opinions pieces!

arts & culture

- arts & culture editors in particular are encouraged to review arts & cultures events around toronto (can be reimbursed for article expenses)! this includes theatre, books, galleries, etc.

avant garg

- avant typically has more submissions at one time than any other section
- editing prose and poetry is a very different skill set than traditional articles

comics

- in addition to curating submissions, must be prepared to create their own comics and puzzles for each issue
- editing comics is wildly different than text based edits! be prepared to advise about storytelling, design, and file formats
- must create at least one or two covers per volume