

## Copy Editor

The Dalhousie Gazette Publishing Society is looking to hire a Copy Editor for the next publishing year (May 1, 2020 to April 15, 2021). The Copy Editor is responsible for copy-editing all content before publication.

The responsibilities of the Copy Editor are, but not limited to:

1. Copy editing each online and print article published with the *Gazette* for CP and *Gazette* style
2. Double-check facts in each online and print article published under the *Gazette*.
3. Conferring with the Editor-in-Chief on major editorial concerns
4. Keeping the *Dal Gazette* style guide up-to-date
5. Communicating with section editors
6. Undergoing staff training
7. With the EIC and Publishing Board, help set editorial standards
8. Training members and paid staff in style, grammar and writing

The Copy Editor is a member of the Gazette's paid staff. They must be available for communication with staff and volunteers on an ongoing basis for 10 hours during a production week (two weeks per month).

The Copy Editor will be paid \$200 per month. These numbers may be subject to change, but are what the business and admin manager has estimated for next year. The successful candidate will be notified if there are any salary changes.

The Copy Editor must be:

1. either a part-time or full-time student at Dalhousie or the University of King's College, and member of its respective student union;
2. not a representative on the Dalhousie Student Union Council, Board of Governors or Senate

Potential candidates will be contacted for an interview. A résumé, cover letter and three samples of work must be submitted to the Chair of the Publishing Board, at [gazette.board@gmail.com](mailto:gazette.board@gmail.com) by 5 p.m. on **March 27, 2020**.

The *Dalhousie Gazette* is a student-run newspaper based in Halifax, Nova Scotia on the campus of Dalhousie University. It is the oldest campus paper in Canada, published consistently since 1868. We publish stories significant to people both on-campus and in the wider Halifax community.

The Dalhousie Gazette Publishing Society is committed to being an accessible society of the Dalhousie Student Union. We are committed to not discriminating on the basis of race, Indigenous ancestry, ability, gender, sexuality, age, citizenship and immigration status or any other rights protected under the Nova Scotia Human Rights Act.

The *Dalhousie Gazette* is settled in K'jipuktuk (Halifax) of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq, where we work, play and study.

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