

## Business Manager

### The Opportunity

The *Dalhousie Gazette Publishing Society* is looking for a Business Manager for the next publishing year.

The *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, publishing consistently since 1868. We publish stories significant to people both on-campus and in the broader Halifax community.

The term of the position will be from May 1, 2022 to April 30, 2023.

The Business Manager will be paid \$11,600 per year. (\$1300/month from Sept-Apr, and \$300/month from May-Aug). Distribution of pay may be subject to change, but the total compensation will remain the same.

### Responsibilities

- Overseeing smooth administrative and financial operation of the Society/
- Maintaining professional relations with the *Gazette's* staff, advertisers, accountant, and the DSU.
- Soliciting advertisements for the *Gazette* in both print and online publications, and ensure they are appropriately displayed prior to publication.
- Creation of an annual budget, advertising kit and schedule, analytics reports, and other financial statements as requested.
- Working with the *Gazette's* Marketing Coordinator to increase readership and engagement.
- Assist in the planning of events and meetings.
- Engaging in ongoing professional development.
- Working approximately 20-25 hours per week during the academic year, and being available for communication with staff, advertisers, and the *Gazette's* accountant on an ongoing basis. Some work will be required during the summer months.
- Any other duties determined by the Board of Directors.

### Desired Qualifications

- Candidates must be a student studying at Dalhousie University or the University of King's College, and a member of its respective student union.
- Candidates will preferably reside in Halifax during the academic year.
- Candidates must not be an employee of the Dalhousie Student Union, a member of the Dalhousie Student Union Council, the Dalhousie University Board of Governors or Senate.
- Prior experience managing budgets, expenses, and people is considered an asset.

To apply, please e-mail a résumé and cover letter with the subject '**Business Manager Application**' to the Chair of the Board at [mitch.archibald@dal.ca](mailto:mitch.archibald@dal.ca) by **5 p.m. on April 8, 2022**. Potential candidates will be contacted for an interview.

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

*The 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.*