

## Copy Editor

### The Opportunity

The *Dalhousie Gazette Publishing Society* is looking for a Copy Editor 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 Copy Editor will be paid \$3,840 per year. (\$480/month from Sept-Apr). Distribution of pay may be subject to change, but the total compensation will remain the same.

### Responsibilities

- Copy editing each online and print article published with the *Gazette* for Canadian Press (CP) and *Gazette* style.
- Double-check facts in each online and print article published under the *Gazette*.
- Conferring with the Editor-in-Chief on major editorial concerns.
- Keeping the Dal Gazette style guide up-to-date.
- Assist the editorial team to set and maintain editorial standards.
- Engaging in ongoing professional development.
- Being available for communication with staff and contributors on an ongoing basis.
- Working approximately 8-10 hours per week during the academic year, and being available for communication with staff on an ongoing basis. Some work may 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 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.
- Experience writing or working with *the Gazette* or other student publications is considered an asset.
- Any editing experience is considered an asset.
- Candidates must have an understanding of Canadian Press Style.

To apply, please e-mail a résumé, cover letter, and three samples of work with the subject '**Copy Application**' to the Chair of the Board at [mitch.archibald@dal.ca](mailto:mitch.archibald@dal.ca) by **5 p.m. on April 15, 2022**. Potential candidates will be contacted for an interview, and may be asked to undergo a copy editing test as part of the application process.

*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.*