

The Meliorist Publishing Society

Position Description - Arts Editor

*Given the current situation, employees will not be required to serve in-office hours. Any work that does not require office equipment can be done remotely.

Position Title: Arts Editor

Reports to: The Editor-in-Chief

Work Term: September 1, 2020 - April 30, 2020

**Applications are due by August 10, 2020*

Role Purpose: The purpose of the Arts Editor's position is to create and procure content relating to the arts, design, photography and fine art submissions. The Arts Editor may write based on their interests, however, some content will be assigned. It is the role of the Arts Editor to edit outside submissions for grammar, readability and accuracy while preserving the author's voice.

Key Responsibilities:

- Attend monthly editorial meetings
- Meet content deadlines and produce quality work
- Foster good relationships with staff and the community and other student groups
- Edit written submissions that pertain to the arts.
- Conduct any necessary research for assigned articles. This could include holding interviews, taking photos, attending events and researching the topic

Essential Skills	Essential Attributes
<ul style="list-style-type: none">• Strong research and editing abilities• Working knowledge of the University of Lethbridge structure, administration and policies• Strong written and verbal communication skills• Well organized and able to work on a deadline	<ul style="list-style-type: none">• Works well in a team environment• Creative, cooperative and open-minded• A working knowledge of relevant subject matter• Ability to deal well with and provide constructive criticism

Work Hours and Schedule: Scheduling is flexible and hours may vary from month to month, totalling 20-30 hours a month.

Compensation: \$20/hour

Reimbursement of Expenses: The employee will be reimbursed for travel and other expenses incurred while carrying out responsibilities on behalf of the Meliorist Publishing Society, provided these expenses are approved by the Business Manager.

Note: The Meliorist Publishing Society is an equal opportunity employer. Hiring preference will, however, be given to students. The Meliorist does not tolerate racism, sexism or discrimination on any grounds.