

# Copy Editor

The copy editor will be responsible for editing most written content in the Gazette, including web and print articles. They should expect to be on-call some evenings and weekends for breaking news. The editors should be available on print production days to review print drafts of the paper before we send the proofs to the publisher.

Copy editors will have three main responsibilities: edit stories for accuracy, edit stories for Canadian Press style, grammar and structure and provide constructive criticism to all writers, including volunteers. As such, it is essential copy editors have a strong grasp of grammar, spelling, punctuation and Canadian Press style guidelines.

These positions are part-time. Editors will be required to be in the office three days a week from 9:30 a.m. to 5:30 p.m. when they are not in class and be available to work from home if necessary. Hours will vary based on the volume of content.

These responsibilities are subject to change by Front Office's discretion. Other duties as assigned.

## **Responsibilities:**

- Strong editing skills, including basic knowledge of Canadian Press style
- Be able to make quick judgment calls and have basic understanding of journalistic ethics
- Ability to offer feedback and constructive criticism to writers
- Time management and organizational skills

## **Application Requirements:**

- Provide a resume with applicable work and volunteer experience
- Three writing samples, preferably published
- A short quiz will be provided to test copy editing skills, to be submitted with the application