

## ***The Cascade* Staff Writer contract**

Rate of pay: \$50 per issue

As the Staff Writer, you are expected to write a **minimum of two articles per issue** of *The Cascade*. These articles should be clear, concise, and comprehensive.

As part of *The Cascade*, the Staff Writer is expected to attend the weekly pitch meetings, and work in tandem with the sectional editor to **create the best possible article**.

### **Duties and Responsibilities:**

1. Attend writers' meetings and take assignments as needed.
2. Contribute a minimum of two full-length articles per issue (one interview-based new article, and one article of the writer's choice).
3. Must be able to write copy to deadline, complete copy in a timely manner, and be available to cover breaking news, as requested by the News Editor, Managing Editor, or Editor-in-Chief.
4. Attend workshops and team building events as required.
5. Be available to cover Student Union Society meetings and events, as requested by the News Editor.
6. Perform other job-related duties as required by the Managing Editor and/or Editor-in-Chief.
7. Take photos of campus events as required.
8. This position requires equipment for writing and e-mailing. The contractor will provide their own equipment needed. I.e Laptop, Recorder.
9. As a contractor this position requires billing for work completed. Issue an invoice to the Cascade on a weekly basis.

### **Qualifications:**

1. Must be registered in the equivalent of at least one for-credit course at UFV during the fall and winter semesters.
2. Must be available to work varying hours.
3. Must be able to deal effectively with Society and university staff, students, and the general public.
4. Must demonstrate strong command of the English language through writing ability.