

The Cascade Arts in Review Editor contract

Rate of pay: \$135 per issue

Job Description:

The Arts in Review Editor is responsible for assigning, collecting, and editing the content of the Arts in Review section of *The Cascade*. The Arts in Review Editor shall ensure that their section presents content that is relevant to students.

At all times, the Arts in Review Editor shall adhere to the Cascade Journalism Society bylaws, Code of Conduct, and other policies; shall ensure all material in the Arts in Review section not violate the Canadian University Press Code of Ethics; and always behave in an ethical manner as a representative of the paper.

Duties and Responsibilities:

1. Ensure that material of interest to UFV students is covered in the Arts in Review section.
2. Assign, collect, and edit articles for the Arts in Review section.
3. Edit articles for libel and check for cases of potential plagiarism.
4. Request and select appropriate images for the Arts in Review section in consultation with the Production Assistant, the Production Manager, and the Editor-in-Chief.
5. Update the Arts in Review Editor training manual as necessary to ensure that contacts, problems, etc. are shared with successors.
6. Arrange and distribute media passes and tickets to writers when applicable.
7. Create and maintain strong working relationships with CiVL Radio, UFV's theatre department, publicists, and local venue operators and artists.
8. Write a minimum of one full article for the Arts in Review section per week.
9. Along with the Editor-in-Chief and Managing Editor, solicit volunteers to generate story and feature ideas to be covered in depth in the Feature section.
10. Perform other duties as required by the Editor-in-Chief.
11. Attend all writers' meetings and Editorial Board meetings.
12. Provide any necessary equipment (I.e., Laptop, recorder)
13. As a contractor this position requires billing for work completed. Issue an invoice to the Cascade on a biweekly basis.

Qualifications:

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one course for credit at UFV during the Fall/Winter semesters.

3. Must be available to work varying hours, and be available to complete paper edits on Mondays or Tuesdays.
4. Must be able to deal effectively with Society and university staff, students, and the general public.
5. Must demonstrate strong command of the English language by passing an editing test, which will be administered during the interview process.
6. Must have knowledge of all relevant laws and journalistic standards concerning libel.