



UNBC's Independent Student Newspaper est. 1994

Job Posting: Production Coordinator September 1, 2018 to March 31, 2019

The mission of the Over The Edge Newspaper Society is to produce the student newspaper for UNBC, and provide meaningful journalism experience to students.

Reporting to the Editor In Chief, the Production Coordinator will:

- Design and organize all issues of Over The Edge, working to format the articles and submissions and artistic design as directed by the Editor in Chief
- Do any other design work for the society (internal and external advertisements, posters)
- Assist the Editor In Chief with copy editing
- Collaborate with other members of the editorial staff in order to facilitate the completion of their duties as it pertains to Production Coordinator's own
- Perform duties as requested by the Editor in Chief

In compensation for these duties, the Production Coordinator will be paid \$200 per published issue of Over The Edge.

To apply, please submit a cover letter and resume to Seth Jex, Chair of the Board of Directors, at chairpersonote@gmail.com before 4pm on Friday, March 3rd, 2018.

Over the Edge Newspaper Society **Mailing Address:**
6-350 – 3333 University Way
Prince George, BC V2N 4Z9

Location:
University of Northern British Columbia
Northern Undergraduate Student Centre
NUSC Room 6-350