



The Sputnik Position Descriptions 2026-2027

Position: Creative Director

General Function: The Creative Director will contribute to the overall design and the brand of the Sputnik. They will do this by working and planning with members of the team. This salaried position requires creativity and innovation, leadership and the ability to work with a team. They are the primary contact and manager of the Photo Editor and the visuals team and social media team. They should be aware and respectful of deadlines. Candidates for this position must:

Responsibilities

- Show an understanding of how The Sputnik operates and have experience with InDesign;
- Work a minimum of 15 hours per week on Sputnik-related items, including production; with an emphasis on keeping photos and social media on track with a schedule and maintaining quality of photos and graphics
- Work with the social media team to establish a consistent schedule for posting, engagement raising efforts: polls, lives, etc...
- Work with the EIC to plan hiring booths, distribution events and on campus engagement
- Work with section editors to refine their layouts during the second round of editing and works with the EIC to fine tune layouts before sending to President
- Monitor the visuals of all pages to ensure consistency and avoid redundancy, i.e tombstoning, copy edit issues in the final copy, spacing and overall look etc...;
- Attend all meetings to make themselves available for any assistance and contribute ideas;
- Work with the Editor-in-Chief to design the cover, decide the theme for the month and be able to independently create and utilize their own ideas when needed;
- Ensure that all photos and graphics are composed and edited properly for print and the website on time;

- In addition, having a good working understanding of properties in the software such as pre-made template, InDesign library items and paragraph styles regarding Sputnik style;
- Act as a collaborative member with the Photo Editor, offer to take photos that are still needed, go into the folder and organize the photos for ease during production.
- With special attention to the Infinitum section, as their visuals require more care to complement their stories.
- Contribute content when needed to sections that are sparse for the month and social media, and the podcast the Orbit
- Be accessible to all Sputnik staff and maintain open communication with editors and the Editor-in-Chief;
- Assist in planning and administering training for The Sputnik staff and/or volunteers;
- Assist in the planning of monthly workshops hosted by editors, one per month, per section for the year;
- Assist the Editor-in-Chief with planning and hosting staff socials;
- Be comfortable and efficient at allocating tasks;
- In the event of an absent distribution person, the Creative director can help hand out papers
- In the absence of the EIC for whatever reason, the Creative Director should be able to assume the role and responsibilities of EIC until their return.

It is encouraged that the Creative Director communicates when they will be in and out of the office for assistance with the staff. When using social media on behalf of or referring to The Sputnik or WLUSP, the Creative Director is expected to conduct themselves in a respectful and professional manner.

Position: Section Editor (News, Sports, Arts and Culture, Opinion, The Infinitum)

General Function: Editors are expected to have thorough knowledge of their field and present strong organizational, time management and collaborative skills. Editors must be comfortable working in fast-paced environments and conducting interviews when applicable. They must be well-versed in Canadian Press Style and diligent in ensuring their work is factually correct. The relationship between editors and their writers must be a communicative and professional one, constant communication and collaboration will be indicator of a successful editor.

Responsibilities:

- Contribute at least one story per issue
- Contribute at least one feature per term, or coach your writers through developing their own
- Develop content ideas for the section and submit them to the Editor-in-Chief
- Collaborate with writers and distribute story ideas to ensure all essential topics are covered for the coming issue
- Receive stories from writers and edit them for structure, content and CPS
- Assist in recruiting, hiring and training writers
- Oversee Lead Writer
- Meet regularly with writers and assist them where needed
- Hold workshops to improve volunteer writing skills
- Either write or find alternative contributions for stories if volunteers are unavailable
- Organize respective section layout for each issue
- Place visual requests for all stories
- Plan and produce at least one video for their section per year with the Video Editor
- Be consistently up to date with the issues, concerns and events occurring within the respective field of coverage
- Attend Editorial Board Meetings once a month
- Prepare a transition report at the end of the year for the next respective Editor at the Sputnik
- When using social media regarding The Sputnik or WLUSP, Editors are expected to conduct themselves in a respectful and professional manner

Position: Lead Writer (News, Sports, Arts and Culture, Opinion, The Infinitum)

General Function: Lead Writers are expected to exhibit strong knowledge in their field and contribute multiple stories for one issue. They must show diligence to ensure their work is always factually correct and ethically balanced. Leader writers have good time management skills and strong confidence in interviewing. They should be well-versed in Canadian Press Style and collaborate with their respective Editor often.

Responsibilities:

- Contribute at least two stories each issue;
- Cover last-minute stories for the respective Section Editor;
- Develop content ideas for the section and submit them to the respective Section Editor;

- Write stories, edit and structure them according to CPS;
- Attend all The Sputnik meetings

Position: Photo Editor

General Function: The Photo Editor is expected to have strong photography, communication, organizational and time management skills. They must be comfortable managing a team of photographers and ensuring that all content is produced on time.

Responsibilities:

- Develop content ideas for the section and submit them to the Editor-in-Chief
- Assist in recruiting and training volunteers
- Oversee Lead Photographer and volunteer photographers
- Collaborate with Editors and photographers to distribute and cover all visual ideas for the coming issue
- Can prepare graphics in the case of last-minute content requests or absent visual requests
- Is comfortable with Adobe Photoshop and InDesign
- Is friendly and approachable to members of The Sputnik and the Laurier Brantford community

Position: Video Editor

General Function: The Video Editor must be enthusiastic, passionate and willing to learn more about producing and editing high-quality videos. They must have strong collaboration, communication and time-management skills to ensure all videos adhere to deadlines.

Responsibilities:

- Contribute at least one video per month or for one written piece per issue
- Receive video requests from Section Editors and the Editor-in-Chief
- Collaborate with Section Editors to cover stories and bring their written work to life through video storytelling
- Oversee volunteers and assist in their recruitment and training
- Ensure videos exhibit the appropriate tone for their respective section with consideration to transitions and music
- Be proficient in or willing to learn more about using video and audio equipment
- Be proficient in or willing to learn more about Adobe Premiere Pro and other video or audio editing softwares

- Be respectful and protective of all property/equipment owned by The Sputnik and WLUSP
- When using social media regarding The Sputnik or WLUSP, the Video Editor is expected to conduct themselves in a respectful and professional manner

Position: Social Media Manager

General Function: The Social Media Manager is expected to have strong time management and organizational skills, exhibit comfort in interviews and be diligent in ensuring their work is factually correct. They must keep all The Sputnik social media platforms up to date and post for engagement.

Responsibilities:

- Announce published articles and promote them on every social media platform
 - The social media platforms that we use are, TikTok, Youtube (long form and shorts), and LinkedIn
- Actively post on social media for engagement and interact with audience members, at least 2-3 per week
- Actively manage comments and direct messages
- Keep all social media platforms up to date
- Produce and upload weekly short videos, two of which are encouraged to be “Behind the Scenes” or “Streeters”
- When using social media regarding The Sputnik or WLUSP, the Manager is expected to conduct themselves in a respectful and professional manner
- Consistency is key, logo, sounds and captions should all be the same font, size and volume to develop the brand and professionalism.

Position: Web Manager

General Function: The Web Manager is expected to have strong time management and organizational skills and be diligent in ensuring their work is factually correct. They must keep The Sputnik website up to date and manage any comments, requests, and application submissions.

Responsibilities:

- Ensure that all print content is correctly and accurately uploaded to the website
- Ensure the proper, consistent layout of web content
- Generate and input headlines, decks and bylines for stories
- Maintain all pages and keep them up to date

- Execute web requests and collaborate with Editors to develop web-exclusive content
- Continuously work to improve the design of the website for easier user engagement
- Be knowledgeable on or willing to learn how to construct interactive multimedia tools and online graphics such as Storify and ScribbleLive
- Be knowledgeable on or willing to learn more about CSS, JavaScript and HTML
- When using social media regarding The Sputnik or WLUSP, the Manager is expected to conduct themselves in a respectful and professional manner

Position: Senior Copy Editor

General Function: The Senior Copy Editor is expected to have strong time management and organizational skills to copy-edit every written piece before it is submitted to the Editor-in-Chief for publishing. They must be diligent in ensuring their work is factually correct, knowledgeable on Canadian Press Style and willing to collaborate with Editors and writers to improve their work.

Responsibilities:

- Receive pieces from Editors and edit them for structure, grammar and CPS
- Assist in recruiting, hiring and training volunteer copy-editors
- Meet regularly with volunteers to copy-edit for every production
- Collaborate with writers to ensure The Sputnik is always publishing well-polished work
- When using social media regarding The Sputnik or WLUSP, the Senior Copy Editor is expected to conduct themselves in a respectful and professional manner

Position: Volunteer Writer

General Function: Volunteer writers have the freedom of writing across any section they prefer. Volunteer writers have no obligation to write and can have a more flexible schedule when writing for The Sputnik.

Position: Volunteer Photographer & Graphic Designers

General Function: Photo and graphic volunteers are to assist the team in acquiring visuals to accompany the stories of the writers. Volunteers are not obligated to take on tasks each month, which allows flexibility with class schedules.

To apply for any of these positions, email a one-page cover letter and a one-page resume to eic@thesputnik.ca.