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13 June 2021

## **VARSLTY – MICHAELMAS 2021 EDITORSHIP – APPLICATION NOTES**

Thank you for your interest in the position of *Varsity* Editor for Michaelmas Term 2021.

To apply, you should submit a document outlining your application for the position. Pairs who wish to co-edit the paper must submit a single jointly-written document. It should contain the following:

- **Vision statement and assessment of *Varsity's* role in Cambridge** ▶ A statement outlining your vision for the paper. This should include an account of how you would edit *Varsity*, editorial direction and general ideas on the paper's reach and image. It should also include brief discussion of *Varsity's* role in Cambridge and relationship with other societies, organisations and student publications.
- **Section-by-section critique** ▶ Go through all sections of the paper – including Violet, video content and social media – and offer your thoughts. For sections that will remain relatively unchanged a brief explanation is fine. Space should be devoted to sections being substantially changed, or the proposed introduction of new sections.
- **Ideas for changes** ▶ Any proposed changes to the structure of the *Varsity* team, or the web editions of the paper.
- **Sample editorial (editor's letter)** ▶ This may be on any suitable topic, and should be no more than 400 words.
- **Personal statement** ▶ This should include a brief description of any relevant experience, as well as your subject and course and any other extracurricular activities which you will be participating in this Michaelmas term. It should be no longer than 500 words.
- Plans for editorial content and how the paper will be managed in light of the changing Covid-19 situation, both online and in print. While we plan to return next term with our usual weekly print editions, uncertainty regarding arrangements for students returning to Cambridge may mean that plans could change at short notice, so we would like to see ideas for how you would manage the team in changing circumstances. It is also important that editorial coverage online is consistent even at the end of the summer to keep students informed.

- Candidates are also expected to have a good working knowledge of Adobe InDesign, so please do detail any experience using the software.

The completed application must be no longer than 4,000 words in length. Your application should be packaged as a PDF, and sent to the Varsity Business Manager ([business@varsity.co.uk](mailto:business@varsity.co.uk)), by 5pm on Sunday 20th June.

Interviews for shortlisted candidates will be conducted on the morning of either the 23rd or 24th of June in the *Varsity* offices. Please state your availability for interview in your application email. Interviews will be conducted by the VarSoc President, the current Editors, the Business Manager and the Senior Treasurer of VarSoc.

We would like to take this opportunity to wish you the best of luck with your application. If you have any questions about the application process, please contact Mark Curtis via the email listed above. If you have additional questions about the role of Editor, please contact the Easter Editors, Elizabeth Haigh and Meike Leonard, at [editor@varsity.co.uk](mailto:editor@varsity.co.uk).