

Features Editor The Fulcrum

[The Fulcrum](#) is the University of Ottawa's independent English-language student news outlet, now publishing exclusively online. Since 1942, we've provided the university with quality news and its students with invaluable opportunities for learning and growth. We're a dynamic workplace located on campus, led by a small but mighty team.

We're looking for a features editor to join our team for the 2020-21 publication year. The features editor will work in close conjunction with the editor-in-chief and will hold one of 14 spots on the Fulcrum's editorial board. **This position runs from Sept. 1 to April 1, 2021.**

Remuneration: \$15/hour, 20 hours per week

Main responsibilities...

- Solicits contributors to the features section, producing one longform feature and one column per week with the help of staff writers, contributors and freelancers.
- Assigns articles to contributors and staff writers, ensuring weekly deadlines are met.
- Coordinates graphic and/or photography assignments with the visual director.
- Holds at least two office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours.
- Must be at the office on production day.
- Responsible for uploading all features content to WordPress each week.

Other duties...

- Responsible for working with the editor-in-chief and the online editor to develop a strategy that integrates the section with the website, including but not limited to social media use, video content, liveblogging, podcasting, and alternative story forms.
- Attends all staff, volunteer and editorial board meetings weekly unless excused by the editor-in-chief. Encourages contributors to attend weekly volunteer meetings.
- Educates (through seminars, workshops, guest speakers, one-on-one training, etc.) all interested staff in all aspects of the section. Writes an end of term transition report.

Application requirements...

Deadline to apply is April 2. Please submit a resume, cover letter, platform of your vision for the section, and two unedited writing samples to manager@thefulcrum.ca

Applicants who submit a complete and competitive application will be invited to write a knowledge and editing test. They must receive 50 per cent or higher on each test in order to be considered for an interview.