



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 2021-22 publication year. The Features Editor will work in close conjunction with the Editor-in-Chief and the Managing Editor and hold one of 14 positions on the Fulcrum's editorial board. **This position runs from Aug. 30 to April 3, 2022.**

Remuneration: \$15.30 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 Multimedia 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 available 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 Social Media Manager 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 June 11. Please submit a resume, cover letter, platform of your vision for the section, and two unedited writing samples that showcase your ability to write longform features to editor@thefulcrum.ca.

Applicants who submit a complete and competitive application will be invited to partake in a two-part test which will test them on basic University of Ottawa knowledge as well as their editing skills. Applicants must receive 50 per cent or higher on each test in order to be considered for an interview.

Due to the nature of the position, the successful applicant will be required to live in Ottawa from the start of their term to the end to attend possible in-person events.

The Fulcrum is an equal opportunity employer and accommodations are available for applicants during the hiring process.