



Graphic Designer 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 graphic designer to join our team for the 2023-24 publication year. The graphic designer will work in close conjunction with the editors-in-chief and the managing editor and hold one of 15 positions on the Fulcrum's editorial board. **This position runs from August 28 to April 10, 2024.**

Remuneration: \$16.90 hour, 15 hours per week

Main responsibilities...

- Responsible for the execution of all graphic and illustrated assignments as required by the Editorial Board.
- Responsible for graphic and illustrated assignments in relation to the cover, and social media posts, should they be required.
- Responsible for the layout, design and creation of biweekly PDFs.
- Partly responsible for maintaining multimedia equipment.
- Solicits contributors to develop graphics/illustrated content for the Fulcrum.

Other duties...

- Must be available on production day.
- Holds at least two office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours.
- Attends all staff, volunteer and Editorial Board meetings weekly unless excused by the

editors-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 May 26th. Please submit a resume, cover letter, and your portfolio to editor@thefulcrum.ca.

Applicants who submit a complete and competitive application will be invited to partake in a general graphic design knowledge test. Applicants must receive 50 per cent or higher in order to be considered for an interview.

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