



News 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 two news editors to join our team for the 2023-24 publication year. The news editors will work in close conjunction with the editor-in-chief and the managing editor and each 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, 20 hours per week

Main responsibilities...

- Solicits contributors to the news section, producing six (6) news stories per week with the help of the news associate, contributors and freelancers.
- Writes stories about both student union and university governance, student issues, and municipal, provincial and national issues that affect the U of O community.
- Assists the managing editor, staff writers, social media manager, and editor-in-chiefs with covering breaking news.
- Edits all content for the news section for structure, spelling, grammar, and style. Responsible for uploading all arts & culture content to WordPress each week.
- Ensures weekly deadlines are met.
- Coordinates visual assignments with the photographer and graphic designer.
- Ensures the news section of the production document is filled out in full prior to all editorial board meetings.
- Responsible for working with the editors-in-chief and the online editor to develop a strategy that integrates the news section with the website, including but not limited to social media use, video content, liveblogging, podcasting, and alternative story forms.

Other duties...

- Must be available on production day.
- Holds at least two (2) 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, platform of your vision for the section, and two unedited writing samples that showcase your ability to write news content 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 their general University of Ottawa knowledge and 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.