



Production Manager

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 production manager to join our team for the 2023-24 publication year. The production manager will work closely with the editor-in-chief, Managing editor and Multimedia staff and will hold one of 15 positions on the Fulcrum's editorial board. **This position runs from August 7th to April 10, 2024.**

Remuneration: \$17.40/hour, 25 hours per week

Main responsibilities...

- Edits/approves all multimedia assignments/projects to ensure conformity with the Fulcrum's constitution and policies.
- Manages multimedia staff, ensures that deadlines and quality of work standards are met.
- Assists the multimedia staff, online editor, and editor-in-chief with covering breaking news.
- Holds at least two virtual office hours per publishing week, outside of production duties. Office hours must be scheduled during regular business hours.
- Must be available on production day.

Other duties...

- Assists with content creation by keeping up with the Fulcrum news beat and suggesting stories and ideas to editors.
- Must be able to use InDesign, Illustrator, and PhotoShop
- Assists the editor-in-chief with volunteer and visibility initiatives.

- Oversees the creation of a bi-weekly PDF issue with the visuals staff
- Writes an end-of-term transition report.

Application requirements...

Deadline to apply is May 26. Please submit a resume, cover letter, platform detailing how you plan to manage the editorial board, and three unedited writing samples that showcase your ability to write a variety of different articles to editor@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.