



Volunteer Archivist(s)

The Fulcrum

The Fulcrum is the University of Ottawa's independent English-language student news outlet. 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.

This position was created to bridge the gap between decades of print coverage and our current online-only presence. Decades upon decades of issues are safely preserved in our physical archives but inaccessible to the public.

We're looking for **two Volunteer Archivists** to join our team for the 2026-27 publishing year. Each Volunteer Archivist will work in close conjunction with the Managing Editor to select and transcribe articles for our website. **This position runs from September 29, 2026, to December 1, 2026.**

Applications for the winter term will reopen on January 5th if there is no waitlist. There is a possibility of rehire.

Remuneration: \$100 honorarium paid upon completion of the fall term.

Hours: roughly 4-5 per month.

Main responsibilities...

- Transcribe one article biweekly onto a Google Doc for the Managing Editor to then upload onto the website and the Online Editor to share on our Instagram.
- Ensure diligent and authentic transcriptions.
- Discuss relevant themes with the Managing Editor prior to archival search.
- Ensure archives aren't damaged throughout this process by adhering to the training provided by the Managing Editor.

Application requirements...

Deadline to apply is September 22, 2026. Please submit a resume and a personalized cover letter to editor@thefulcrum.ca, content@thefulcrum.ca, and managingeditor@thefulcrum.ca.

AI-generated content will be flagged and will bar your application from moving forward.

Early applications are encouraged as interviews may be conducted on a rolling basis. The interviews will consist of brief meetings in person at our office to get to know applicants.

Due to the nature of the position, the successful applicants will be required to live in the National Capital Region for the duration of their term.

Heads up! We're looking for curious individuals who work well in a collaborative setting and would benefit from the opportunity. Any level of experience is welcome.

The Fulcrum is an equal opportunity employer, and accommodations are available for applicants during the hiring process; just ask!