

Open Shelf Digital Editor

Open Shelf is the official online magazine of the Ontario Library Association (OLA). It is an open access publication issued for OLA members and interested readers as a forum for commentary on ideas, activities, trends, and issues affecting libraries and information professionals across Ontario and beyond. *Open Shelf* publishes articles on topics relevant to libraries, information professionals, information technology, and information management. The magazine also includes a wide range of columns and special features.

The *Open Shelf* Editorial Board is responsible for the overall editorial direction, management, and production of the magazine. The incumbent will work in collaboration with the editorial board to oversee the production of *Open Shelf*. Reporting to the Editor-in-Chief, the Digital Editor will be responsible for leading technical promotion and maintenance of *Open Shelf*.

Terms

- Must be a current member of the Ontario Library Association. Membership must be in good standing.
- 2-year term, with a possibility of extension.
- Will be invited to assume the role of deputy editor when this term is completed. The term for the deputy editor is two (2) years.

Goals

- To assist the editor-in-chief and deputy editor in the production of a high quality online publication that meets the goals of engaging and informing OLA members across sectors.

Tasks

- Assist in the development of the story lineup for each issue in consultation with the *Open Shelf* editorial team.
- Write and copy edit materials for *Open Shelf* in consultation with the *Open Shelf* editorial team and board as required.
- Leading the publishing of all content for *Open Shelf* through WordPress
- Gathering, editing and publishing appropriate images for stories.
- Promoting *Open Shelf* articles through Twitter and Facebook
- Working with Communications staff at OLA to promote and market articles to OLA members

Qualifications

- A working knowledge of WordPress, with experience maintaining, publishing and editing articles on a WordPress or similar content management system
- Familiarity with the library world (current issues, trends and challenges) as a profession
- Experience using social media (Twitter, LinkedIn, Facebook) to promote written content
- Knowledge or past experience working with online publications
- Experience editing images for online publication; familiarity in working with stock image websites
- Strong editing and writing skills are not required, but are an asset
- Knowledge of Google Analytics is preferred, but not required.

If you're interested in being *Open Shelf's* Digital Editor, please email communications@accessola.com with your resume and cover letter. Applications will be accepted until November 1. We thank all interested candidates, however, only those chosen for interviews will be contacted.