CALL FOR APPLICATIONS: Editors, InsideOCULA

InsideOCULA is accepting applications for two Editor positions. These are volunteer positions for a three-year term, with a commitment of approximately 10 hours per month.

About InsideOCULA

InsideOCULA is the official publication of the Ontario College and University Library Association (OCULA). We foster an engaged academic library community by showcasing the programs, activities, and research happening in university and college libraries across Ontario. We publish articles throughout the year via the Open Shelf WordPress platform.

For more information about us, please visit our page on the OLA website.

Editorial team

We are a dynamic team of three to six volunteers. Team members all perform editorial work for InsideOCULA, but our more experienced volunteers also provide leadership and mentor newer Editors: we value professional growth in a supportive and collaborative environment.

The current team members are:

- Rob Makinson, University of Toronto Mississauga (Editor-in-chief)
- Jennifer Robinson, University of Western Ontario (Editor-in-chief)
- Thomas Guignard, Ontario Colleges Library Service (Deputy Editor)

The opportunity

Commitment

These positions will begin in February 2020, and carry a three-year commitment. Volunteers will spend approximately 10 hours per month on the publication, varying somewhat throughout the year, and all work can be completed online.

In the second year, the team members will become Deputy Editors; in the third year, they will lead the publication as Editors-in-chief.

Responsibilities

Editors (Year 1) are responsible for:

- Building relationships with contacts at Ontario’s academic libraries
- Pitching relevant stories for publication at monthly editorial meetings
• Editing and publishing stories on the Open Shelf WordPress platform

Deputy Editors (Year 2) are also responsible for:
• Assisting the Editors-in-chief with special projects
• Shadowing the Editors-in-chief
• Mentoring newly hired Editors

Editors-in-chief (Year 3) also lead the publication by:
• Setting the overall agenda and direction of the publication
• Serving on OCULA Council as ex officio members

Benefits
These positions offer an excellent opportunity to demonstrate service in academic libraries with increasing levels of responsibility. Editors also gain experience writing, editing, and publishing web content in a collaborative environment, and develop wide professional networks as they build relationships with colleagues across Ontario.

Requirements
We are looking for information professionals who are passionate about communicating the exciting work happening in college and university libraries across Ontario!

The Editors-in-chief will determine the successful applicant based on the following required criteria:
• Strong writing and editorial skills, including familiarity with the Canadian Press Stylebook
• Experience using web publishing, communication, and collaboration tools, especially WordPress, Twitter, and Google Drive
• Strong interpersonal, organizational, and time management skills
• OCULA member in good standing

The following recommended criteria would also strengthen applications:
• Passion for storytelling in alternative formats and from traditionally excluded voices
• Programming and other technical expertise, particularly with publishing platforms
• French-language fluency

Application procedure
Interested candidates should send their applications to insideocula@gmail.com, including:
• Cover letter indicating interest
• Current resume demonstrating relevant skills and experience
• Portfolio containing at least three samples of writing or editorial work

We will begin reviewing applications after February 7, 2020. While we thank all applicants for their time, only those candidates selected for an interview will be contacted.
Inclusivity & accessibility

InsideOCULA strives for diversity and inclusion, in both the stories we tell and the people who tell them. We welcome applications from racialized persons, persons of colour, women, Indigenous persons, persons with disabilities, members of the LGBTQ+ community, and others who will contribute to a diverse and representative editorial team.

We also strive for equitable perspectives on our editorial team, knowing that telling stories from information professionals in diverse positions and workplaces keeps us relevant to our readers. We welcome applications from candidates outside of the Greater Toronto and Hamilton Area, employees at college libraries, library technicians, and students in college- or graduate-level library programs.

InsideOCULA is also committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and we strive for equity in our recruitment and selection processes. We encourage candidates with disabilities, or who require any additional accommodations, to contact us directly to discuss their needs further.

Further questions about the recruitment and selection process, including questions about our commitments to diversity and inclusion, should be directed to insideocula@gmail.com.