

# CALL FOR APPLICATIONS: Editors, *InsideOCULA*

[InsideOCULA](#) is accepting applications for multiple Digital Editors. These two-year volunteer positions have a time commitment of approximately 8–10 hours per month.

## About *InsideOCULA*

*InsideOCULA* is the voice of the Ontario College and University Library Association (OCULA) and its members. We foster an engaged academic library community through shared spaces to connect with colleagues, share our experiences, and discuss the issues that matter to Ontario's college and university libraries. [Learn more about \*InsideOCULA\*.](#)

We publish stories throughout the year via [Open Shelf](#), the official magazine of the [Ontario Library Association](#).

## Editorial team

We are a dynamic team of volunteer professionals and students who pitch, edit, and publish articles on the WordPress platform. Our experienced members also provide leadership and mentor new volunteers: we value professional growth in a supportive and collaborative environment.

The current team:

- Rob Makinson, University of Toronto Mississauga, Editor-in-chief (2017–2021)
- Melanie Parlette-Stewart, University of Guelph, Editor-in-chief (2020–2022)
- Nicole Doro, McMaster University, Deputy Editor (2020–2022)
- Susan Bond, University of Toronto, Deputy Editor (2020–2022)

## The opportunity

### Commitment

**Digital Editors:** These positions begin in fall 2021 and carry a two-year commitment; all work can be completed remotely. Typically, Digital Editors volunteer 8–10 hours per month, with some variation throughout the year based on projects and the publication schedule.

***InsideOCULA* Interns:** These positions begin in fall 2021 and run until the end of August 2022; all work can be completed remotely. Internships are open to students pursuing a master's degree in Information Studies or Library Science or a diploma in Library and

Information Technology. Typically, Interns volunteer 5–8 hours per month, with some variation throughout the year based on the publication schedule.

## Responsibilities

**Digital Editor (2-year term, renewable) 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
- Project work assigned by the Editors-in-chief

Digital Editors who are interested in leadership roles may shadow the Editors-in-chief to build experience, then take on the role of Editor-in-chief at the end of their term.

**Editors-in-Chief (1-year term, renewable) lead the publication by:**

- Setting the overall agenda and direction of the publication
- Mentoring Digital Editors and Interns
- Serving on OCULA Council as *ex officio* members
- Representing *InsideOCULA* as members of the Open Shelf Editorial Team

**InsideOCULA Interns (8-month term) are responsible for:**

- Pitching relevant stories for publication at monthly editorial meetings
- Editing and publishing stories on the Open Shelf WordPress platform
- Contributing 1-2 stories for publication

## 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 applicants based on the following **required criteria:**

- Strong writing and editorial skills
- Experience using web publishing, communication, and collaboration tools
- Strong interpersonal, organizational, and time management skills
- Commitment to equity, diversity, and inclusion
- Commitment to accessible publishing

The following **recommended criteria** would also strengthen applications:

- Experience using WordPress and Google Workspace
- Passion for storytelling in alternative formats and from traditionally excluded voices
- Enthusiasm for podcasting and video publishing
- Familiarity with the Canadian Press Stylebook
- Familiarity with AODA requirements
- French-language fluency

We wish to emphasize that these qualifications are not required and that we are committed to helping and supporting our future colleagues develop these skills as needed.

All successful candidates must be OCULA members in good standing.

## Application procedure

Interested candidates should send their applications to [insideocula@gmail.com](mailto:insideocula@gmail.com), including:

- Cover letter indicating interest
- Current resume demonstrating relevant skills and experience
- Portfolio containing at least two samples of writing and/or editorial work, such as blog posts, webpage copy, video scripts, and journal articles

We will begin reviewing applications after October 29, 2021. 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, paraprofessionals, 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](mailto:insideocula@gmail.com).