

HoOPLA

Call for HoOPLA Editor

The Ontario Public Library Association (OPLA), a division of the Ontario Library Association, is inviting applications for a volunteer to act as Editor of HoOPLA, the electronic newsletter of the Ontario Public Library Association.

The purpose of HoOPLA is to provide an opportunity for OPLA members from public libraries and related agencies across the province to share best practices, news, events and staff updates.

It is distributed electronically to OPLA members every season.

Position Overview:

The Editor is a member of the Editorial Board of HoOPLA, which consists of the OPLA Council President, OPLA Council Liaison, and OLA Staff responsible for Marketing & Communication, in addition to the OPLA member who acts as Volunteer editor.

The Editor is expected to solicit newsworthy articles, and ensure that they are the appropriate length and style. The Editor is responsible for editing submissions, assigning articles to different sections, formatting the articles in the agreed format, and ensuring content is sent to OLA staff on time.

OLA staff prepare the issue for electronic distribution through Active Campaign.

The term of this position is five years, the first year overlapping with the previous editor, and the last year overlapping with the new editor.

The newsletter is currently issued electronically 4 times per year. Issue deadlines are the middle of April, July, October, and December. The workload is heaviest in the 2 or 3 weeks prior to the release of each issue.

Duties:

- Issue call for submissions
- Edit articles, and ensure text and photographs are in appropriate format
- Liase with OLA staff to prepare publication

Qualifications and Skills:

- General knowledge of the editorial process (copy editing, online writing, fact checking).
- Excellent organizational and communication skills. The ability to coordinate, manage and work to deadlines.
- Ability/willingness to proactively solicit articles and recruit contributors.
- Ability to work cooperatively with OLA Staff.

- Good perspective on issues across all sectors of the public library community.
- Writing and editing experience is an asset.
- Candidate must be a current member of OPLA in good standing

Application Process:

Please submit your resume showing relevant experience, cover letter and a letter of support from your organization confirming your ability to commit to the position, to communications@accessola.com by **September 29, 2022**.

The current Editor will provide guidance, help, and transitional support to the new editor.

Application Deadline:

September 29, 2022