

# Work at Apartment613

Position	Casual Editor
Closing Date	Until position filled
Start Date	Spring 2023
End Date	6-12 months (TBD)
Hours	2-8 hours weekly
Rate	\$16-18/hour

## 「 BACKGROUND 」

Apartment613 Community Initiatives is a registered not-for-profit media organization. Our main activity is [apt613.ca](http://apt613.ca), an award-winning hyperlocal blog dedicated to uncovering the best of Ottawa-Gatineau arts and culture; named "Best Community News Website" by the Canadian Online Publishing Awards in five consecutive years (2017-2021, and again in 2023). It's a platform for news and ideas, arts previews, podcasts and videos produced by 300+ volunteer contributors since 2009. Visit [apt613.ca/about](http://apt613.ca/about) to learn more.

## 「 RESPONSIBILITIES 」

Adhering to the journalistic policies, standards and best practises of Apartment613, members of the Editorial Team plan, conceive, organize and develop the production and realization of blog content. Reporting to the Senior Editor, the Casual Editor's detailed responsibilities include but are not limited to:

- Writing, editing, formatting and scheduling posts while ensuring all content meets Apartment613's standards;
- Supporting contributors, which may include researching information a writer can use for a story they're working on;
- Supporting the Editorial Team, which may include coordinating the workflow of volunteers and making edits to blog posts (spell checks and grammar);
- Pitching story opportunities to Apt613 writers, photographers and videographers; and
- Planning the editorial calendar and contributing stories.

## 「 SKILLS & EXPERIENCE 」

The ideal candidate will possess some or all of the following skills and experience:

- A post-secondary degree (ongoing or completed) in journalism or a related field
- Good editorial judgment and critical thinking skills
- Ability to work with tight deadlines, without sacrificing creativity or quality
- Excellent communication skills, both written and verbal, including the ability to clearly explain concepts to peers
- Strong organizational skills and ability to handle multiple priorities and respond to competing demands in a deadline-driven environment
- Familiarity with Wordpress, Gmail, Slack applications
- French language skills are considered an asset
- Availability with regard to hours of work as well as the ability to work independently and with teams, as needed

We encourage applications from candidates who meet some or all of the ideal qualifications. If you don't have direct experience in some of these areas, we ask you to let us know about any other experience that has equipped you to succeed in those parts of the role.

## ▮ TEAMWORK ▮

Apt613 has the resources for a small, dedicated p/t staff to manage the editorial calendar, edit submissions, organize special initiatives, produce social media content, and stay on top of administrative duties which "keep the lights on." You will be joining a p/t team which communicates primarily via Slack, Email, Google Drive, and DMs.

While you will be supported by teammates and asked to coordinate with each other, the ideal candidate for this position will be comfortable working independently. Your work shifts will not always line up with teammates, as we spread out to cover more ground.

## ▮ ADDITIONAL INFORMATION ▮

Apt613 welcomes community members from all backgrounds, and all gender identities and expressions. Above all, we want to see Ottawa's diversity reflected in our platform and will make every effort to accommodate folks from equity-seeking communities including women, people of colour, Black, Indigenous, LGBTQ+, nonbinary persons, and people with disabilities—because it's important generally, and because the blog benefits from editors with a diverse range of experience, contacts, and knowledge. Applicants are welcome to voluntarily self-identify as a member of one of these groups.

We strive to accommodate the access needs of a wide range of abilities, and appreciate any guidance or direction on how we may meet your needs.

## ▮ HOW TO APPLY ▮

Please apply through this [application form](#) (Google Form). If you have questions before applying, feel free to email <[manager@apt613.ca](mailto:manager@apt613.ca)>. Only applications submitted via the online form will be considered.

## 「 INTERVIEWS 」

Apt613 will contact prospective teammates on a rolling basis. Due to limited time, only a handful of applicants will be invited to meet virtually. We will not send "rejection letters" to the remaining applicants, rather Apt613 will keep your CV and contact info handy through the 2023 calendar year.