

## CO-OP JOB POSTING TEMPLATE

EMPLOYMENT INFORMATION	
<b>Job Title:</b>	Managing Editor, <i>B222 Journal</i>
<b>Job Location/Address:</b>	Remote
<b>Is the role REMOTE or ONSITE?</b>	Sheridan College – Hazel McCallion Campus
<b>Salary (Hourly Rate):</b>	\$18/hr
<b>Hours / Week:</b>	15 hours/week
<b>Work Hours:</b>	Varies
<b>Start Date:</b>	Sept. 3, 2024
<b>End Date:</b>	April 25, 2025
<b>Company Name:</b>	B222 Journal
<b>Contact Name:</b>	Tali Voron
<b>Contact Title:</b>	Faculty Mentor
<b>Address:</b>	4180 Duke of York Blvd – B220 Mississauga, Ontario L5B 0G5
<b>Company Website:</b>	<a href="https://www.b222journal.ca/">https://www.b222journal.ca/</a>
<b>Sheridan Program(s) of Interest:</b>	Honours Bachelor in Creative Writing and Publishing
<b>Number of Positions Required:</b>	1
<b>Cover Letter Required?</b>	Yes
<b>Copy of Transcript Required?</b>	No
<b>Car Required?</b>	No
SUPERVISOR CONTACT INFORMATION WILL NOT BE PUBLISHED ON THE JOB POSTING	
<b>Supervisor's Name &amp; Title:</b>	Tali Voron, Faculty Mentor
<b>Supervisor's Phone #:</b>	
<b>Supervisor's Email:</b>	tali.voron@sheridancollege.ca
COMPANY PROFILE	
<p><i>B222</i> is a student-led art journal that publishes Sheridan students' artworks no matter their field of study or respective campus. <i>B222</i> is also an opportunity for students to get hands-on publishing experience through volunteering and internships as well as an opportunity to get their work published and begin building their creative portfolio. In more technical terms, <i>B222</i> is a bi-annual publication (Fall and Spring), which publishes both in print and online.</p> <p><i>B222</i> is committed to providing students with learning and growth opportunities outside of their classrooms. We do so by allowing students to apply their acquired knowledge to gain hands-on experience through the creation of a semi-annual print and online publication.</p> <p>Please note that this role follows the same schedule as the academic semester, and works 14 weeks in the fall term and 14 weeks in the winter term.</p>	
JOB DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>- Work with the Faculty Mentor to recruit additional team members.</li> </ul>	

- Host weekly meetings with the *B222* team.
- Organize and hold class visits and booths on all three campuses and in various programs to promote the call for submissions.
- Manage and update the *B222* website.
- Answer all questions received by email or through social media accounts.
- Prepare contracts for contributors.
- Track and assess all submissions.
- Send acceptance and rejection letters.
- Communicate, conduct edits, and request additional information from and with contributors.
- Collect and edit artist statements and contributor bios.
- Write any additional content (letter from the editor, acknowledgements, announcement of new theme, etc. for each issue of the journal)
- Promote and hold Booksale days as a fundraiser initiative.
- Create and manage the annual budget and ensure that all expenses are paid.
- Order materials as needed.
- Request quotes and select a printer.
- Create “Artist/Author highlights” posts on social media.
- Assist other team members with their tasks (event planning, layout, social media, editing, etc.)
- Work closely with the Artistic Director for the layout of the journal.
- Proofread the journal in its entirety.
- Perform any other duties that may be assigned.
- Write a report at the end of each semester to summarize the successes and challenges faced.

### SKILLS & QUALIFICATIONS

- Eligible candidates are students in the Creative Writing & Publishing program who have not yet completed their internship.
- Proficiency with programs like Canva, Excel, Word, Wix, Instagram, and TikTok.
- Familiarity with Photoshop and InDesign is an asset.
- Strong substantive and copy-editing skills, including the use of track changes.
- Ability to multi-task with demanding timelines.
- Strong communication and interpersonal skills to communicate effectively with team members, Faculty members, the wider Sheridan community, and industry professionals, both verbally and in writing.

### OTHER INFORMATION

Prospective candidates **must** be Work Study eligible.