

Editorial and Digital Content Assistant, Owlkids Magazines and Owlkids Books

Owlkids currently has an opening for an Editorial and Digital Content Assistant. The Editorial and Digital Content Assistant is responsible for supporting Owlkids magazine and book editorial teams, contributing content to Owlkids digital platforms and print publications, and assisting with the creation of supplementary content.

Responsibilities:

- Research and write content for Owlkids print products, digital platforms, and print and digital projects.
- Fact-check, copy-edit, proofread, and traffic content for Owlkids print and digital publications, including custom publishing projects.
- Photo research for digital and print publications and websites.
- Assist with video and audio production.
- Assist with web content updates.
- Work on production of e-books.
- Manage submissions process for book projects.
- Conduct comparative titles research for proposals and tip sheets.
- General admin and editorial support for the Owlkids publishing teams.

Qualifications:

- One or more years' experience in an editorial role in children's or educational publishing or journalism context.
- College or university degree in publishing, journalism, or related field.
- Excellent writing and editing skills.
- Interest and knowledge of current events and popular culture.
- Self-motivated, team player with a positive attitude.
- Ability to independently organize and prioritize work.
- Proficiency with Word, Excel, Canva, Word Press, Directus.
- French is an asset.

Bayard Canada is an equal opportunity employer and is committed to providing a diverse and inclusive work environment. We offer an excellent benefits program, as well as a safe and collaborative work environment. If you require accommodations during the interview process, we will work with you to meet your needs.

To apply, please send your resumé with a cover letter by June 21, 2024, to jobs@bayardcanada.com with the subject line "Editorial and Digital Content Assistant: Toronto Application". Only those selected for an interview will be contacted. **Start date: July 2024**