

CO-OP JOB POSTING TEMPLATE

EMPLOYMENT INFORMATION	
Job Title:	Managing Editor, <i>B222 Journal</i>
Job Location/Address:	Remote
Is the role REMOTE or ONSITE?	Sheridan College – Hazel McCallion Campus
Salary (Hourly Rate):	\$18/hr
Hours / Week:	15 hours/week
Work Hours:	Varies
Start Date:	Sept. 8, 2026
End Date:	April 16, 2027
Company Name:	B222 Journal
Contact Name:	Tali Voron
Contact Title:	Faculty Mentor
Address:	4180 Duke of York Blvd – B220 Mississauga, Ontario L5B 0G5
Company Website:	https://www.b222journal.ca/
Sheridan Program(s) of Interest:	Honours Bachelor in Creative Writing & Publishing
Number of Positions Required:	1
Cover Letter Required?	Yes
Copy of Transcript Required?	No
Car Required?	No
SUPERVISOR CONTACT INFORMATION WILL NOT BE PUBLISHED ON THE JOB POSTING	
Supervisor's Name & Title:	Tali Voron-Leiderman, Faculty Mentor
Supervisor's Phone #:	
Supervisor's Email:	tali.voron@sheridancollege.ca
COMPANY PROFILE	
<p><i>B222</i> is a student-led art and literary journal that publishes Sheridan students' creative work 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 the classroom. 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"> - Work with the Faculty Mentor to recruit additional team members. - Host weekly meetings with the <i>B222</i> 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).
- Create and manage production timeline to ensure deadlines are met.
- Create and manage a content calendar for Social Media Managers.
- 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.)
- Assist other team members in preparing hand-off documents for their specific roles at the end of the winter semester to share with the incoming team members.
- Work closely with the Artistic Director for the layout of the journal.
- Work closely with Event Coordinators in planning events to engage students and expand *B222*’s outreach to all three Sheridan campuses.
- Proofread the journal in its entirety.
- Perform any other duties that may be assigned.
- Present report of all *B222*’s accomplishment and events held in the previous semester to Associate Dean at the start of every semester.
- Write at the end of the fall semester to summarize the successes and challenges faced and prepare a hand-off document at the end of the winter semester to share with the incoming Managing Editor.

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 and cannot be in their fourth year of study (i.e. in their co-op semester at the time of completing this internship).

*The start and end dates of the contract will be aligned with the 2026-2027 academic calendar.