



## **Editorial Production Assistant**

[Qool Media](#) is looking for a full-time Editorial Production Assistant to add to our growing publishing team. We need someone who can help us transform our articles from simple text into slick-looking published pieces complete with images, while also maintaining our high quality and speedy turnaround times.

### **Working with the Editorial team, you'll be:**

- Sourcing images to support the written content of our articles.
- Resizing, cropping, and editing photos to site specifications.
- Drafting articles in WordPress and applying some basic HTML to make them look pretty.
- Editing articles from a wide variety of topics under tight deadlines.
- Occasionally writing content briefings for our team of freelancers.
- Assisting the Editorial team and other departments as necessary.

### **You:**

- Have strong writing skills, a unique voice, and an understanding of what makes content shareable.
- Have a good eye for how visual content can add value to an article.
- Are plugged into the world of online content and an active reader of lifestyle and viral content sites.
- Have an “up for anything” mentality and are genuinely excited about learning new things.
- Are a creative thinker who can be involved in the process of developing new content ideas and site concepts along with the rest of the Editorial department.
- Are comfortable juggling multiple projects, adjusting to changing requirements, and pivoting when necessary.
- Are at home on the Web and comfortable using technology. You should be familiar with WordPress (or a similar CMS) and the basics of HTML and photo editing.
- Have a killer sense of humour.

## **About Qool Media**

Qool Media is a digital media company specializing in web publishing, content generation and marketing, traffic acquisition, and monetization.

QOOL CONTENT. QOOL BRANDS.

Qool Media's Publishing Division specializes in creating rich and engaging content, and building thriving online communities. Our destination websites inform and entertain audiences who reach us through social, search, and content marketing channels.

#### QOOL MARKETING.

Qool Media's Agency Division is a digital marketing agency with a niche focus on management of quality media buys for exclusive publishers. We offer a unique performance model, with deep experience operating within buy side and sell side policies. Our tools include a publisher-specific marketing platform and a fully transparent compliance portal.

We are a focused team of internet professionals working in a dynamic environment in which productivity and fun go hand-in-hand. Our office is **conveniently located in downtown Guelph**.

An engaging and rewarding work environment is important to us. Here are just some of the perks you can expect:

- A competitive salary and benefits package.
- Flexible working hours.
- Small, efficient, and well supported teams.
- A culture of support and collaboration.
- Regular social events and team lunches.
- Parking and fitness reimbursements.
- An in-office lounge with 60" TV, Xbox and comfy chairs.
- Free beverage center.
- Fun people.

#### Here's what we need from you:

- A few paragraphs describing yourself, your experience relevant to the job, and your interest in the position. At the risk of sounding too much like a personal ad, please use the words "chicken nuggets" somewhere in your cover letter so we know you read the entire posting. Bonus points if you (nicely) point out the grammatical error we snuck into this posting.
- Your resume.
- 3-5 samples of your writing. Links to your published pieces are preferred, but we'll also accept PDFs. Please note that we can no longer accept writing samples sent by carrier pigeon.

If you feel you are a good fit for this role, and this position interests you, please contact us by email at [careers@qool.com](mailto:careers@qool.com).