

Consultant Editor (Contract)

The Office of the Auditor General of Ontario is recruiting consultant editors to provide editorial support in the development and production of performance audit reports and other written content for our Annual Report to the Legislative Assembly (see our past Annual Reports [here](#)). As an editor, you will support audit teams in bringing transparency and accountability to provincially funded entities and their programs.

Consultant editors work intensely over a short period of time (6 to 8 weeks), sporadically at other times, and must be willing to work in the evening or on the weekend, if needed. Reporting to the Acting Director of Communications, you can choose to work remotely or in our office at 20 Dundas Street West. The work is mostly independent, with occasional team gatherings and shared resources.

What you can expect to do in this role:

- Communicate diplomatically with report authors to propose changes to content and structure, including cuts to material
- Perform stylistic editing interventions, including revising for plain language and clarity, improving sentence structure and word choice, ensuring flow and readability, and eliminating wordiness
- Perform copyediting interventions, including correcting for proper grammar, punctuation and spelling, consistently applying house style, querying errors in data and information
- Review visual materials such as graphs, charts and tables and revise them to meet house style requirements
- Liaise with in-house graphic designers to facilitate the laying out of figures and reports
- Attend report review meetings and offer input as needed
- Maintain version control throughout the editorial process and file versions appropriately
- Proofread reports after layout to check for and flag fatal errors, bad breaks, typographical and formatting problems

Qualifications

The ideal candidate has:

- Professional certification, qualifications or the equivalent experience as an editor (minimum of 2 years) working with long-form reports, government documents, whitepapers, scholarly articles, or similar texts
- Advanced knowledge of MS Word; competency in Adobe Acrobat (including marking edits onto PDFs using the comment tools); and familiarity with MS Excel and Outlook
- Demonstrated ability to work to deadline, sometimes under tight time constraints
- Demonstrated ability to take convoluted passages and complex terminology and render it accessible to a lay reader
- Demonstrated ability to write audience-centered content
- Ability to openly and easily communicate with others via email and occasional meetings; can send and receive instructions and/or files with the appropriate level of detail, to various parties in the production process
- Strong interpersonal skills, and the ability to be flexible and adaptable
- Interest and/or experience in the public sector and public service

Note: Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.

Interested candidates please submit a covering letter and resume (as one document) with the subject line **Consultant Editor**, by email to: Resumes@auditor.on.ca