



Position: **Substantive Editor of ACI's Online Art Books**
Job Type: Contract
Start Date: TBD

ORGANIZATION DESCRIPTION

The Art Canada Institute (ACI) is a dynamic, twenty-first-century educational arts organization, dedicated to making Canadian art history a contemporary conversation. With a digital library of more than twenty-five expert-authored books, and counting, the ACI publishes six online art books annually, in English and French, on the multifaceted artists who have defined Canadian art history. Based out of Massey College at the University of Toronto, ACI promotes the study of an inclusive, multi-vocal Canadian art history to a broad audience, regardless of one's proximity to a bricks-and-mortar museum. In a few short years, this young not-for-profit organization has become the go-to digital resource for educators, museum-goers, and Canadian art lovers and aficionados. Visit us at www.aci-iac.ca.

JOB DESCRIPTION

Join the lively, communicative, and versatile team of professionals at the Art Canada Institute and work with Canada's leading art historians. Under the direction of ACI's executive editor, as a substantive editor you will be responsible for editing manuscripts for the Art Canada Institute's Canadian Online Art Book Project. Working with authors from the time the manuscript is commissioned and during the manuscript development phase, you will guide and support authors through an intensive editorial process as they create manuscripts that follow ACI author guidelines and format. As well, in the role of substantive editor you will work closely with authors throughout peer and publisher reviews to deliver a final manuscript for copy edit. Substantive editors can expect to work on one to two books per season, averaging ninety hours per book.

QUALIFICATIONS

- Minimum five years of professional substantive editing in print magazine or book publishing, or digital publishing, preferably with experience working on complex books
- Familiarity with ACI's Canadian Online Art Books and comfort in working with text destined for a digital format

- Excellent written and oral communication skills
- Flexible time and ability to work with changing deadlines
- Detail oriented and able to work on multiple projects simultaneously
- Ability to work independently as well as follow direction and communicate efficiently
- Superior organizational skills and ability to prioritize effectively, and meet tight deadlines
- Knowledge and love of Canadian art history and photo history is an asset
- Knowledge of French is an asset

The successful candidate's scope of work will include:

- Working with academic authors to produce manuscripts suitable for a general audience
- Holding an introductory phone call with authors, orienting them to ACI's editorial process
- Regularly checking in with authors to ensure they meet deadlines
- Working with the authors as they create manuscripts that follow ACI's author guidelines and ACI's style guide, including researching the topic artist, reviewing outlines and advising on manuscript development strategies and content, and providing substantive and stylistic editing prior to the manuscript's submission for peer and internal review
- Consulting with authors on image research and choices
- Working with authors as they revise submitted manuscripts based on peer and ACI reviews
- Generating a list of glossary terms to be submitted to the executive editor
- Reviewing copy edited manuscripts with authors
- Editorializing image captions and the Where to See section prior to copy edit
- Conducting two reviews of the art book in its online format, preparing a memo of author and substantive editor notes for the executive editor and design team

Please submit a résumé to careers@aci-iac.ca by May 31, 2018, with the subject line "Substantive Editor Application."

We thank all interested candidates but only those considered for an interview will be contacted.