



Position: **Substantive Editor for the Art Canada Institute's Online Art Book Project**
Job Type: Contract
Start Date: **September 2019**

ORGANIZATION DESCRIPTION

The Art Canada Institute (ACI) is a dynamic, twenty-first-century not-for-profit organization arts organization that publishes The Canadian Online Art Book Project, a library of expert-authored digital books on 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. ACI has become the go-to digital resource for educators, museum-goers, and Canadian art lovers and aficionados. Visit us at www.aci-iac.ca. Read our library of books at www.aci-iac.ca/art-books.

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. In this role, you will work closely with authors in the lead up to peer and publisher reviews and once those reviews are complete, 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 organization 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
- Working with the authors to make ready for peer review manuscripts that follow ACI's author guidelines and ACI's style guide, including researching the topic artist and reviewing an initial outline
- Conduct a final substantive and stylistic edit, consisting of line editing and recasting if necessary, prior to the manuscript's submission to copy edit
- Consulting with authors on image research and choices
- Generating a list of glossary terms to be submitted to the executive editor
- Reviewing copy edited manuscripts
- 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 Michael Rattray, mrattray@aci-iac.ca, by July 15, 2019.

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