



Position: **Senior Proofreader of ACI's English-language Online Art Books**
Job Type: Contract
Start Date: January 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

Under the direction of ACI's Managing Editor, the Senior Proofreader will be responsible for the final, end-stage, proofread of six new English-language titles in The Canadian Online Art Book Project each year. The Senior Proofreader will ensure that the desktop and PDF versions of ACI books are consistent with one another and follow ACI style in accordance with the organization's official style guide.

The Senior Proofreader will be called upon to resolve style disputes, to ensure that the ACI Style Guide is up to date according to the Chicago Manual of Style, and to collaborate with members of the ACI team about matters of editorial quality and consistency. As the ACI does not have a permanent physical office space, the Senior Proofreader is expected to work remotely and be able to communicate effectively primarily by phone and email. Applications from outside of Toronto are welcome.

QUALIFICATIONS

- Minimum ten years of professional proofreading and/or copyediting experience in print publishing (magazines or books) or digital publishing, preferably with experience working in a fast-paced environment
- Excellent references
- Extreme attention to detail and deadlines
- Superior organization skills and ability to prioritize effectively
- Excellent written and oral communication skills
- Detail oriented and able to work on multiple projects simultaneously

- Flexible schedule and ability to work with changing deadlines
- Experience with online content management systems (such as Wordpress) and text editors is an asset
- Ability to work independently and to follow directions
- Willingness to respond to emails within 24 hours of receipt
- Familiarity with ACI's library of Online Art Books and comfort in working with text in a digital format
- Strong knowledge of Canadian art history is an asset
- Bilingualism and work experience at a bilingual publication is an asset

The successful candidate's scope of work will include:

- Conducting a final on-screen proofread of ACI's Online Art Books, including the accompanying downloadable PDF format
- Ensuring that the desktop and PDF version of ACI's Online Art Books are consistent and standardized according to the ACI Style Guide
- The creation of a file with changes for both the desktop and PDF formats that will be reviewed by the Managing Editor and Layout Director
- Maintaining the style guide, and, in consultation with the Managing Editor and the Layout Director, regularly updating the style guide and ensuring that all members of the ACI team are notified and can access the latest version

Please submit a résumé to Michael Rattray, Managing Editor, at mrattray@aci-iac.ca by Friday November 30, 2018.

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