Editorial & Design Assistant

Position Title: Editorial & Design Assistant
Job Type: Full time
Location: Remote
Salary: Commensurate to experience

About the Art Canada Institute
The Art Canada Institute (ACI) is a dynamic, educational arts organization, dedicated to making Canadian art history a contemporary, multi-vocal conversation. With a digital library of more than forty expert-authored books, a robust online art education program, and a dynamic homepage, the ACI publishes original content online, in English and French, on the multifaceted artists who define this country’s visual landscape. In a few short years, this young not-for-profit organization has become the go-to digital resource for educators, museum-goers, art lovers, and aficionados. Visit us at aci-iac.ca.

At ACI, we are committed to building and fostering an environment where our employees feel included, valued, and heard. Our belief is that a strong commitment to diversity and inclusion enables us to promote the study of an inclusive multi-vocal Canadian art history to as broad an audience as possible, in both English and French, within Canada and internationally. We especially welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and people with intersectional identities.

Job Description
Reporting to the Editorial & Education Director and the Web & Layout Director, the Editorial & Design Assistant will assist with the creation of bilingual online art books and print books, educational program materials, promotional materials, and various website content management, as well as image preparation and outreach. Content is produced in English and French, so preference will be given to candidates with strong proficiency in both languages.

Specifically this position involves:
The Editorial & Design Assistant will be expected to perform the following tasks:
- Assist with the following stages of ACI’s book production:
  - Place the high-resolution images into the layout (prepared by the Web & Layout Director)
  - Create the Online Art Book PDFs
  - Key-in proofreading corrections in English and French for Online Art Books (including PDFs) and print books
- Format and send out the ACI’s templated weekly newsletter and bi-monthly Education Program newsletters
- Format ACI templated teacher guides and additional education resources
- Prepare social media designs for both the main account and education account
- Format ACI templated press releases
- Lay out content for the ACI homepage and features in French and English
- Assist with tagging content to improve website search results as well as search optimizing (renaming, writing alt text, etc.)
- Assist with preparation of marketing material and event material including pamphlets, brochures, Mailchimp layouts, and posters
- Conduct image outreach for education program materials, features, weekly newsletters, and other projects as needed
- Assist with other additional editorial and design tasks as needed

Qualifications:
- 3+ years editorial experience
- Experience working in publishing and book production, magazine production, or advertising
• Intermediate-level French reading skills
• Publishing certificate is a significant asset
• Excellent attention to detail and accuracy
• Ability to multi-task
• Advanced skills with InDesign and Photoshop
• Strong familiarity with Wordpress and content management systems
• Strong familiarity with Mailchimp
• Excellent written and oral communication skills
• Organization and time-management skills with ability to prioritize effectively
• Strong interest in or knowledge of Canadian art history or Indigenous art is an asset
• Knowledge of Illustrator is an asset, but not required
• Knowledge of image rights is an asset, but not required

Please submit your CV and cover letter, names and letters of references, and a portfolio if you have one to the attention of Simone Wharton, Web & Layout Director, swharton@aci-iac.ca, by May 25, 2021. In cover letters, candidates should highlight the following information: publishing program experience or equivalent experience in working in publication production (such as book publishing, magazine production, or advertising); academic French language achievement or experience working in a bilingual setting; and interest or experience with Canadian or Indigenous art.

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