

Position Title: Editorial & Programming Coordinator

Job Type: Full-time (40 hours/week)

Location: Massey College, 4 Devonshire Place, Toronto (please note: this position is primarily remote)

Benefits: Health benefits

3 weeks paid vacation, plus one week between December 25-January 1

Summer Friday half-days ending at 1pm in July & August

Remote work environment

Compensation: \$42,000-\$48,000 (commensurate to experience)

Position Summary

Are you a highly organized, detailed-oriented person who is passionate about publishing and the visual arts? Do you enjoy problem solving, working with people, and a role with variety? Do you take pride in being efficient and productive, and getting things done with high quality? The Art Canada Institute (ACI) is looking for an ambitious, highly motivated, and savvy Editorial & Programming Coordinator to join our dynamic not-for-profit organization that brings Canadian art and its history to a broad public audience. This unique new position will support the core programming of the organization, including the Online Art Book Project, the Canadian Art Library, the Education Program, the Weekly Newsletter, and the Fellowship Program. The position will provide broad exposure and professional development in the visual arts and publishing sectors. Working closely with the Executive and Deputy Directors, this role is an opportunity to collaborate with the leading thinkers in the Canadian art world to bring the organization's mission to the public.

About the Art Canada Institute

The Art Canada Institute (ACI) is a not-for-profit educational organization dedicated to making Canadian art and its history a contemporary, multi-vocal conversation. Founded in 2013, ACI makes Canadian art and its history accessible to all, regardless of one's knowledge of the subject or proximity to a bricks-and-mortar museum. Our programming is accessed in over 60 countries and includes: a growing open-access library of more than 50 expert-authored books; an innovative kindergarten to grade 12 online art education program; a fellowship that is redefining Canadian art history to be inclusive and multi-vocal; and a weekly newsletter that ties Canadian art to all aspects

of life. Thanks to the production of robust and rigorously produced content – available online in English and French free of charge – in a few short years, ACI has become a go-to digital resource for educators, museum-goers, and art lovers. Visit us at www.aci-iac.ca.

The Art Canada Institute prides itself on the range of voices represented in our programming and seeks to reflect that diversity in our staff. We recognize that an inclusive workplace is key to promoting excellence and allowing all staff to reach their greatest potential. We strongly encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to: Indigenous peoples, racialized groups, persons with disabilities, persons who identify as women, and persons of marginalized sexual orientations, gender identities, and gender expressions. We will ensure that every job applicant is treated fairly in respect to race, ethnicity, gender, sexual orientation, socio-economic status, age, physical ability, religious belief, educational background, marital status, and parental status.

Responsibilities

This position will provide support on key editorial and programming projects at the Art Canada Institute, including the Online Art Book Project, the Canadian Art Library, the Education Program, the Weekly Newsletter, and the Fellowship Program. Key responsibilities will include the following:

Editorial Support

- Assist with image rights clearance for a wide range of projects, including online and print books, educational materials, and weekly newsletters.
- Assist with creating content for weekly newsletters and education newsletters as required.
- Assist with creating content for social media as required.
- Assist with distributing press releases, posting advertisements, and other communications initiatives to promote the publication of online art books and the publication and sale of print books.
- Manage the delivery of print book orders.
- Assist with the coordination of books being distributed to schools.
- Attend and take notes at selected meetings and circulate follow-up materials and action items.
- Monitor the Info email account, forwarding inquiries as appropriate and filing feedback.

Fellowship Program Support

- Assist with creating communications and promotional materials.
- Assist with conducting outreach with universities, museums, and other organizations to promote the program.
- Monitor the Fellowships email account, responding to emails daily and forwarding inquiries as required.
- File and process all incoming applications for the program.
- Assist with coordinating adjudication, including scheduling interviews and coordinating meetings with adjudicators.
- Assist with organizing all program events, including orientation sessions, mentoring sessions, and the annual conference.

- Ensure that documents submitted by Fellows, mentors, and team members are filed in Dropbox on an ongoing basis.
- Assist with other administrative tasks for the program as needed.

Qualifications and Skills

- A certificate, diploma, or degree, ideally in a relevant discipline (for example: art history, arts administration, museum studies, education, English, publishing) and/or equivalent professional experience.
- Minimum of two years' work experience in the arts or a related field.
- A passion for Canadian art and the Canadian visual arts sector.
- Well organized and detail-oriented.
- Highly self-motivated and keen to learn and grow.
- Strong proficiency in Microsoft applications and Microsoft Office 365 (Outlook, PowerPoint, Excel, Word, Teams) is essential.
- Strong listening skills, and clear written and verbal communication in a professional manner.
- Project coordination experience with the ability to prioritize multiple assignments and meet deadlines.
- Superior interpersonal skills, with a passion for working with people.
- An eager team player with an ability to collaborate across departments and functions.
- A passion for mission-driven work and personal values aligned with those of the Art Canada Institute.

Application Submissions

Please submit your resume and letter of interest to the attention of Jocelyn Anderson, Deputy Director (janderson@aci-iac.ca). Review of applications will begin on Friday, November 18 and continue until the position is filled. We will be in contact to arrange interviews with those candidates invited further in the process. We thank all who are interested in Art Canada Institute and this role. Upon the request of the applicant, ACI will provide accommodation during the recruitment process. If you are selected for an interview and you require accommodation, please inform the Deputy Director.