



**Position Title:** Executive Editor

**Job Type:** Full-time, 40 hours/week

**Location:** Primarily remote, see details below

**Compensation:** \$90,000 – \$100,000

### **POSITION SUMMARY**

Are you passionate about Canadian art and its history? Are you interested in developing publications that bring original research on art in Canada to a broad general audience? Are you a leader with a positive outlook and talent to get the best out of a team? Are you enterprising and driven to take initiative? Do you have resilience, and the ability to deliver excellence amidst tight timelines and changing circumstances?

If you can say “yes” to the above mentioned questions than you have the qualities that the Art Canada Institute is looking for in an Executive Editor to join our dynamic not-for-profit organization that brings Canadian art and its history to a broad public audience through four key areas of programming: online and print publications; Kindergarten to grade 12 teacher guides; fellowships to change the narrative of Canadian art history; and a weekly newsletter.

The Executive Editor is a critical leadership position at the Art Canada Institute. It is an opportunity to work with the leading thinkers in the Canadian art world and the Art Canada Institute’s dynamic Board of Directors to bring the organization’s mission to a growing audience. The ideal candidate demonstrates a high degree of industry knowledge, has impeccable written and verbal communication skills, and an ability to work across departments, think critically, balance projects and responsibilities, and maintain deadlines.

Reporting to the Executive Director, the Executive Editor will take overall responsibility for all publications development, including online and print books and resources for teachers. The successful candidate will lead an editorial and production team and work closely with authors, advisors, and professional and cultural partners to create a rich program of diverse publications. In this unique position the Executive Editor has the opportunity to make immediate and meaningful impact in democratizing art. The job provides the kind of broad exposure and professional growth that can’t be found anywhere else in the world of visual arts.

The Art Canada Institute prides our self 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 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.

### **ABOUT THE ART CANADA INSTITUTE**

The Art Canada Institute (ACI) is a dynamic, not-for-profit educational organization, dedicated to making Canadian art and its history a contemporary, multi-vocal conversation. Founded in 2013

to make 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 90 countries. It 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 national institution and the go-to digital resource for educators, museum-goers, and art lovers. Visit us at [www.aci-iac.ca](http://www.aci-iac.ca).

*At ACI, we are committed to building and fostering an environment where our employees feel included, valued, and heard. We especially welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and people with intersectional identities. 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.*

## RESPONSIBILITIES

- **Commissioning:** Work with the Executive Director and the ACI Editorial Advisory Committee to commission books and create long-term plans for the publication of books; act as the lead contact for authors in negotiating contracts and writing schedules; act as the lead contact for artists and estates in initiating projects.
- **Team Leadership:** Manage a team of five to six direct reports as well as external contractors; lead searches for additional contractors to support the publishing program as required.
- **Organizational Planning:** Oversee the production of ACI's annual season of books from the time that the book is placed under contract to its online publication.
- **Manuscript Development:** With the editorial team, read the first complete draft of manuscripts at the same time that initial feedback from the Editorial Advisory Committee is provided; deliver to substantive editors feedback from the Editorial Advisory Committee as well as stylistic feedback on manuscripts; and review revised manuscripts and ensuring they are ready for final reviews by peer reviewers and the Executive Director.
- **Editorial Oversight:** Develop and maintain ACI guides for authors, editors, and image researchers to ensure that every manuscript is developed according to ACI brand guidelines.
- **Production Oversight:** Collaborate with production staff to prepare layouts and carry out initial reviews of layouts to ensure that they are ready for the Executive Director's review; oversee the implementation of the Executive Director's feedback and the final stages of production; conduct final reviews of each publication as the final step before it is published online/goes to press.
- **Strategic Planning:** With senior leadership, plan budgets for individual publications as well as the publication program as a whole; negotiate contracts as required with external design partners and printers.

## **QUALIFICATIONS**

- Minimum of seven years' work experience in publishing.
- Proven understanding of and passion for Canadian art and the Canadian visual arts sector.
- A university degree in a relevant discipline (art history, communications) and/or equivalent professional experience.
- Experience in managing internal stakeholders and external 3rd party partners.
- Excellent interpersonal skills and an adeptness to building relationships with different stakeholders.
- Ability to think strategically and commercially but appreciate and respect the work of art historians.
- Experienced in leading projects from start to finish.
- Proven ability to build and manage a multidisciplinary team (i.e. editors, copy editors, proofreaders, and translators) with an ability to meet deadlines and manage a budget.
- Excellent copy accuracy and proofreading skills.
- Fluency in French is an asset.
- Experience with both print and online publications is an asset.
- Advanced formatting skills in MS Word and Excel.

## **COMPENSATION**

Salary range of \$90,000 – \$100,000 per annum, plus benefits including health insurance, generous vacation, and remote working with work-life balance flexibility. The role will include occasional off-site events and meetings, which may sometimes be evenings and/or weekends.

## **APPLICATION SUBMISSIONS**

Please submit your CV and cover letter to the attention of Sara Angel, Executive Director, [jobs@aci-iac.ca](mailto:jobs@aci-iac.ca), no later than December 2, 2022. Applicants will be assessed on a rolling basis.

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, but only those considered for next steps will be contacted.

*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 Executive Director at the email address listed below.*