

CALL FOR APPLICATIONS: ASSISTANT EDITOR

Application Deadline: October 18, 2021 at 5 PM

The Inuit Art Foundation is seeking an Assistant Editor to join the *Inuit Art Quarterly* team who possesses strong writing and editing skills and a demonstrated interest in the *IAQ*'s content.

The *Inuit Art Quarterly*, in print since 1986, is the only magazine in the world dedicated to circumpolar Indigenous art and an industry leader in the publication of Indigenous, and specifically, Inuit voices. Published by the Inuit Art Foundation, the *IAQ* is an award-winning publication committed to nuanced, dynamic and multi-vocal writing on the contemporary and historical work of Inuit and other circumpolar Indigenous artists.

This position can be performed remotely, so the successful candidate can work anywhere within Canada, including Inuit Nunangat.

This position is funded by the Alberta Magazine Publisher Association's Indigenous Internship program.

The Role

An important member of the editorial team, the Assistant Editor will be responsible for producing engaging and timely content for both print and online as well as supporting the editorial team on several active projects. Some of your duties will include research and writing, commissioning and editing for print and online, and participating in weekly editorial meetings.

The Assistant Editor will be able to manage competing deadlines and priorities, have a strong eye for detail and be able to work collaboratively. Previous editorial experience and experience working with Indigenous communities, artists and writers will be strongly valued. Prior experience with Inuit art will be considered a strong asset, but is not a requirement.

Responsibilities:

- Assign stories to freelance writers and artists, and bring them through edits for print and online;
- Prepare, research and write text for print, online and the *IAQ* Profiles
- Identifying and interviewing artists working in communities for inclusion across *IAQ* platforms and projects; and
- Writing other collateral for the IAF as required.

Qualifications:

- Demonstrated interest in editorial work, with a passion for storytelling and art;
- Excellent interpersonal, written and verbal communication skills;
- Strong organizational skills with the proven ability to meet deadlines and prioritize multiple competing tasks;
- Comfortable working within Apple and Google environments, with proficiency in Microsoft Office, Adobe Suite, and adaptable to learning new skills and media as required); and

- Demonstrated commitment to collaboration and a willingness to learn new skills in a dynamic and rewarding environment.

If you don't possess all the skills listed above but are enthusiastic about the position, please don't hesitate to apply. We support diversity and inclusion in our work and are interested in diverse candidates with varied experiences, and not only in those who might fit the description above.

Please note that this position is only open to Indigenous applicants. If you require accommodation in the recruitment process, please let us know by email at hr@inuitartfoundation.org

Status: Contract (6 months), Full-Time (35 hours per week), with possibility of extension pending funding confirmation
Salary: \$22/hr

Interested applicants should submit a letter of intent, resume and 1-2 page writing sample as a single pdf with the subject "Assistant Editor" to hr@inuitartfoundation.org by 5PM on October 18, 2021. Your interest in this opportunity is appreciated; however, only those candidates selected for an interview will be contacted.

We look forward to meeting you!

Why Join Us

We are a motivated and enthusiastic team, driven by our mission to support and share Inuit artistic excellence. You will be surrounded by hardworking and dedicated team members who share the common vision of the arts ability to transform lives. You will bring the best of circumpolar art to the world, increasing the visibility of artists and cultural workers in national and international contexts.

We value curiosity and creativity in our team, and believe in life-long learning. We are committed to professional development via hands-on training, mentorship, conference attendance, in office workshops and travel opportunities. We know a strong workplace is rooted in mutual respect and believe that diversity and inclusion are crucial to our shared success.

Located in the Junction Triangle neighbourhood in Toronto, ON, the IAF's newly renovated, bright and airy main offices are located in an accessible, converted heritage building, adjacent to the West Toronto Railpath. As a national charity, the IAF supports a team of employees working across Canada with effective remote working tools and equipment.

The Inuit Art Foundation's main office is located on the ancestral and traditional territories of the Mississaugas of the Credit, the Haudenosaunee, the Anishnaabe and the Huron-Wendat, the original owners and custodians of this land. Today, this place is home to many, including a diverse urban Indigenous community of Inuit, First Nations and Métis.

About the IAF

Established in 1987, the Inuit Art Foundation is a non-profit, Inuit-led charity providing support to Canada's Inuit art communities. The sole national organization promoting Inuit art within Canada and internationally, the IAF

advocates on behalf of artists and works to enhance the appreciation and interpretation of Inuit art.