

Job Posting

POSITION: Assistant Editor

LOCATION and STATUS: Remote/Virtual – Temporary parental leave replacement (9 months with possibility of extension)

SALARY: \$28.84/hour

Application Deadline: March 26, 2026, at 5 PM EDT

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

The Inuit Art Foundation is an Inuit-led charity providing support to Inuit artists working throughout Inuit Nunangat and beyond. As the only national organization promoting Inuit art within Canada and internationally, we advocate for Inuit artists to be involved in all aspects of the marketing, promotion, and distribution of their work, as well as fair pricing, and copyright remuneration.

The IAF's flagship program for almost 40 years has been the award-winning *Inuit Art Quarterly*. Focused on the arts and artists of Inuit Nunangat, the *IAQ* is the only publication dedicated to the advancement and appreciation of Inuit and circumpolar Indigenous arts and is widely considered one of the most significant voices for Indigenous art in the world. The *IAQ*'s reach includes the print publication, *IAQ Online*, and *IAQ Profiles*.

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

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

Reporting to the Managing Editor, the primary duties of the Assistant Editor are:

To support the editorial goals of the *IAQ* across its platforms by

- assigning stories to freelance writers and artists and bringing them through edits for print and online;
- developing and writing text for print, online, and the *IAQ Profiles*;
- attending and contributing to planning and brainstorming meetings;
- assisting the team in obtaining image permissions and invoices;
- identifying and interviewing artists working in communities for inclusion across *IAQ* platforms and projects; and

- writing other collateral for the IAF as required.

To support the entire Inuit Art Foundation, the Assistant Editor will function as a team member and share in the responsibilities required to maintain the IAF's operations and serve the mission of the organization, including

1. assisting with creating a culture of gratitude and philanthropy by participating in donor thank you calls and related outreach;
2. maintaining the IAF's CRM database;
3. attending both internal and external events, which may involve travel;
4. assisting coworkers in achieving their deliverables, where needed; and
5. answering the phones and general email inquiries.

Knowledge, Skills, and Abilities:

- Knowledge of editorial guidelines and standards to maintain consistency and reliability
- Ability to work well within a team, participating in meetings and contributing to editorial discussions
- Understanding of Inuit art, culture, and communities and ability to work respectfully with Inuit artists.
- Ability to work within tight editorial production timelines or schedules.
- Proficiency in Microsoft Office Suite of programs, including Word, and Google Drive and Docs
- Strong written communication and editing skills
- Professional, respectful, and effective communication skills
- Sound judgment and analytical and problem-solving skills
- Effective organization, coordination, and planning skills
- Knowledge of CRM databases and usage is an asset

Education/Requirements:

- Bachelor's degree or diploma in Journalism, Communications, English Literature, or related field, or an equivalent combination of education and experience
- 1+ years experience working in a similar role, working in a similar role within an Indigenous organization or community would be an asset

Other:

- Willing to participate in personal and professional development
- Ability to work and motivate others, fostering strong teamwork
- Working at a desk or in front of a computer for an extended period of time

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.

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 iaq@inuitartfoundation.org by 5p.m. EDT on Thursday, March 26, 2026.

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 lifelong 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.

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.