

Job Posting

POSITION: Copy Editor

LOCATION and STATUS: Remote/Virtual – 12-month contract with possibility of extension

SALARY: \$32/hour, 7 hours per week

Application Deadline: March 27, 2026, at 5 PM eastern

The Inuit Art Foundation is seeking a Copy Editor to join the *Inuit Art Quarterly* team who has strong editing and proofreading skills and a demonstrated interest in the *IAQ*'s content. This is a 12-month contract with possibility of extension.

The Inuit Art Foundation is an Inuit-led charity providing support to Inuit artists working throughout Inuit Nunaat 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 Copy Editor is responsible for ensuring all content at the Foundation conforms to the internal style guide and checks content for mistakes and inconsistencies across platforms. Duties include ensuring editorial consistency and accuracy for written content, including captions, reference notes, and biographies, 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 Copy Editor are:

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

- editing submitted articles for clarity, grammar and spelling. This includes researching and confirming spelling variations according to Inuit authors' preferences;
- liaising with the *IAQ* editorial team, authors, and translators on translated texts as needed to confirm spellings and to ensure translated text has been accurately flowed into layouts at the proofing stage;
- ensuring that all content conforms to the *IAQ* style guide;

- updating and maintaining the *IAQ* style guide on an ongoing basis, including reconciling issues and questions with the editorial team and liaising with language experts as needed; and
- resolving style and logic issues directly with the editors and/or authors to ensure final copy has been appropriately reviewed for publication at the proofing stage.

To support the entire Inuit Art Foundation, the Copy 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
- Familiarity with the Canadian Oxford English Dictionary and Chicago style are assets
- 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, 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 and resume as a single pdf with the subject "Copy Editor" to iaq@inuitartfoundation.org by 5p.m. eastern time on Friday, March 27, 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.