Inuit Art Foundation
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inuitartfoundation.org

Managing Editor: Inuit Art Quarterly

Location and status: Remote, 12-month contract (leave coverage)
Salary: $65,000-$70,000 CAD annually (12-month contract)
Application deadline: Sunday, November 29, 2026, at 11:59 p.m. EST

The Inuit Art Foundation is seeking a Managing Editor to join the Inuit Art Quarterly (IAQ) team who has strong editing and proofreading skills and a demonstrated interest in the IAQ's content. This is a 12-month contract covering a leave.

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.

The Managing Editor is a critical member of the editorial team for the Inuit Art Quarterly. Working collaboratively with the IAQ's Tattunnguaqti and reporting to the Operations Director, the Managing Editor is responsible for overseeing the day-to-day operations of the magazine across print and online platforms. This includes overseeing commissioning, managing editorial staff, managing budgets, and ensuring production deadlines are met. This position can be performed remotely, so the successful candidate can work anywhere within Canada.

Primary Duties

- In collaboration with the Tattunnguaqti, establish clear annual editorial publishing targets across platforms and ensure they are met.
- Create and manage production schedules for the print magazine and online platforms.
- Monitor editorial style and work with the editorial team to recommend updates to the style guide.
- Coordinate and run editorial meetings.

- Plan and approve assignments for writers and editors, in collaboration with the Tattunnguaqti.
- Ensure grant-funded activities are completed on time and in alignment with relevant funding agreements.
- Effectively manage and support a team of editors and freelancers.
- Support external contributors and editorial staff members to meet production deadlines across print and digital platforms.
- Effectively manage the department's annual budget and any project-specific budgets, including reviewing and approving invoices.
- Assist with reporting for funders (including granting agencies and private donors) by drafting reports, collecting impact stories and collecting relevant data.

To support the entire Inuit Art Foundation, the Managing 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:

- Assisting with creating a culture of gratitude and philanthropy by participating in donor thank-you calls and related outreach.
- Maintaining the IAF's CRM database.
- Attending both internal and external events, which may involve travel.
- Assisting coworkers in achieving their deliverables, where needed.
- Answering the phones and general email inquiries.

Knowledge, Skills and Abilities

- A working knowledge of contemporary art criticism, with experience working with circumpolar Indigenous artists considered a strong asset.
- Advanced knowledge of Microsoft Word and Excel, as well as Google Workspace, with previous experience with Salesforce considered a strong asset.
- Experience managing departmental and project budgets.
- Experience meeting and reporting on grant deliverables.
- Excellent project management skills.
- Experience in a supervisory role.

Education and Requirements

- At least five years of professional editing experience, with direct experience in a print magazine context.
- Bachelor's degree or diploma in Journalism, Communications, English Literature, or a related field, or an equivalent combination of education and experience, is considered an asset.

Other

- Willingness to participate in personal and professional development.
- Ability to work with and motivate others, fostering strong teamwork.
- Ability to work 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 candidates with varied experiences, not only those who might fit the description above.

How to Apply

Interested applicants should submit a letter of intent and resume as a single PDF with the subject **“Managing Editor”** to **nsingh@inuitartfoundation.org** **by 11:59 p.m. EST on Sunday, November 29, 2026.**

We appreciate your interest in this opportunity; however, only 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.