

## CRAFT ONTARIO – STUDIO MAGAZINE

Craft Ontario is a non-profit art service organization that works to make craft a meaningful part of life. We champion craft by promoting artists and their work, and advocate for craft by inspiring, educating and connecting diverse audiences.

Established in 2006, *Studio Magazine* delivers critical discourse on Canadian craft and design to a national audience. Published in print twice a year, and with an ongoing digital presence at [www.studiomagazine.ca](http://www.studiomagazine.ca), *Studio Magazine* offers Canadian perspectives within the context of a global material culture.

Craft Ontario is seeking an Editor-in-Chief for *Studio Magazine: Craft and Design in Canada*. The ideal candidate will have a passion for craft, and a drive to build upon existing successes to deliver meaningful change. The Editor-in-Chief will direct the editorial vision for *Studio Magazine*, and creatively use storytelling to effectively connect with multiple audiences. Reporting to the Craft Ontario Executive Director and Publisher, the Editor-in-Chief will push boundaries to grow *Studio Magazine*, curate compelling stories for a diverse readership, and explore current developments and contemporary issues in Canadian material culture. The Editor-in-Chief will embrace team cultivation and management, inspiring and supporting a talented group of contributing experts, and demonstrate commitment to the highest quality of journalism.

### RESPONSIBILITIES

- Plan, coordinate, and direct editorial activities in selecting and preparing material for publication that reflects and explores contemporary Canadian craft practice.
- Production of the magazine:
  - Lead the selection of freelance magazine contributors and manage monitoring obligations to ensure contract fulfillment.
  - Generate assignments to authors based on Editorial Committee and staff decisions. Track all of the elements for each assigned article, including copy, art, credits, and captions.
  - Manage the flow of stories and art among authors, guest editors, Editorial Committee members, Managing Editor, Designer and Advertising Representative to develop and create captivating narratives accompanied by fitting and visually engaging imagery.
  - Continuously troubleshoot any production problems and set/reset priorities based on changing circumstances against deadlines.
- Business of the magazine:
  - Operate as lead project manager over the production schedule.
  - Foster a network of freelance writers and subject matter experts.
  - Take the first receipt of articles filed by authors, read and evaluate proposed material submitted for publication.
  - Ensure that production expenses align with budget targets.
  - Support advertising and marketing initiatives that further the financial success of *Studio Magazine*, and ensure advertorials are edited to a high standard.

- Support special project initiatives, including grant and funding applications, and uphold Craft Ontario strategic objectives.
- Stay up to date with issues, happenings and achievements in the craft community, and represent *Studio Magazine*.
- Editorial and writing:
  - Line-edit articles as assigned, including pieces assigned for online publication.
  - Manage correspondence and meetings of the Editorial Committee, leading collaborative generation of innovative ideas and content strategies.
  - Write, on occasion and as schedule permits, pieces for print or online.
- Support the achievement of Craft Ontario's Vision, Mission, and Mandate, and adhere to the organization's values and policies.

## REQUIREMENTS

- Excellent editing and writing skills with a minimum of 2 - 5 years of experience.
- In-depth understanding of craft and design in Canada, a passion for promoting craft and its makers, and demonstrated connections to a network of craft artists, institutions, administrators and academics.
- Outstanding communication, analytical and organizational skills, with proven ability to effectively coordinate multiple contributors, colleagues and stakeholders.
- Strong aptitude for project and process management with demonstrated success managing timely print and digital publication production processes, including coordinating the work of contributors.
- Excellent organizational skills, good judgment, and an ability to work well under pressure.
- Ability to balance a varying workload of short and long-term project deadlines, as well as address changing priorities throughout a fast-paced production process.
- Meticulous attention to detail, with a combination of speed and accuracy.
- A sense of enterprise and initiative.
- Aptitude for assessing what is not working in any of a variety of situations and the ability to problem solve.
- Microsoft Office, G Suite and Adobe Creative Suite fluency.

## JOB TYPE AND LOCATION

- Part-time contract, 520 hours/year.
- Canada-wide. Head office is located in Toronto.

## HOW TO APPLY

Interested applicants are requested to submit a cover letter, résumé, a list of three professional references, and a writing sample to Janna Hiemstra, Craft Ontario Executive Director at [jhiemstra@craftontario.com](mailto:jhiemstra@craftontario.com). Please include "Studio Magazine Editor-in-Chief" in the subject line of the e-mail. Craft Ontario is an equal opportunity employer. Our values are community, inclusivity, stability, integrity, diversity and excellence.

- **Apply by: July 12, 2019**

Only candidates selected for an interview will be contacted.