

Aperture Work Scholar Program Position Description Editorial (Books & Magazine)

Department Overview

The Editorial Department is split into the magazine and the book program. The goal of the department is to connect the photo community and its audience with a wide range of photography through print publications and e-books. We publish *Aperture* magazine, *The PhotoBook Review*, and approximately thirty books per year, including major monographs, catalogs to accompany exhibitions, limited-edition publications, and books by emerging photographers. The Editorial Department is responsible for collaborating with photographers, writers, designers, and other institutions to publish photography and writing about photography. Each editor works with these collaborators on the sequence, content, and design, and helps shape a book, magazine, e-book, or newspaper into an autonomous object.

The Editorial Department works with all the departments at Aperture to help fundraise for, finance, design, produce, promote, and market our publications. This includes working with the Sales/Marketing Department to gather promotional material, reviewing production budgets with the Finance Department, or working with the Design Department on the presentation of images and essays in layouts and book jackets.

What You Can Expect to Learn

Because of the full-time nature of Aperture's work scholar program, interns have the opportunity to be immersed in a handful of publications. By the end of your time with the program, you can expect to know more than one publication inside and out and feel proud of your important contribution to the research, organization, and assistance on the project. Our goal is for you to learn how a book is made from the inception process to the final production. Along the way, it is our hope that this opportunity sharpens your attention to detail and professional communication skills—both experiences that will serve you in whatever field you choose to pursue.

This program is designed so that each intern works with a senior staff member one-on-one. In the beginning of each term, the department welcomes the interns and discusses the structure and organization while also asking for specific tasks that each intern wishes to refine. Midway through the session, staff and interns meet again to review the past month's projects and discuss the overall program, examine ways to improve, and provide feedback. There is also an exit meeting in which interns are invited to share what they learned and evaluate the program overall.

Departmental Duties

In this position, you will be an important part of the editorial support system. Editors rely on you to assist them in being organized, to move book projects along toward completion, and for basic research and other editorial tasks. Some days it may be slow, but usually, the tasks requested of you will come fast and furiously. Please try to take notes and to keep a list of what's been asked of you.

As an Editorial work scholar, you will support the editors and the publisher in the organization of images and texts for publication. Your job will be divided between general administrative tasks and project-related tasks.

General administrative tasks:

- Sending check requests
- Mailing complimentary copies
- Sorting mail
- Upkeep of the master binders and editorial table

Project-specific tasks:

- Maintaining art logs
- Printing and routing layouts
- Tracking payment for specific book budgets
- Coordinating image permissions for reproduction

aperture

General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

Requirements

A working grasp of the photographic field, excellent grammar and strong communication skills, the ability to multitask and take initiative, a high level of attention to detail and organization, as well as prior editorial experience will enhance a candidate's application. Experience using Adobe Photoshop, handling physical artwork and digital files, and some knowledge of HTML preferred. Because of the nature of this position, applicants should have strong command of the English language.

Suggestions

We are open to new ideas, and also, let us know if there are projects that you wish to initiate, we are always open to discussions and your contribution!