Position Title: Editorial Assistant, Books
Reports to: Senior Editor
Status: Full-time
Date: August 2019

POSITION SUMMARY

Aperture is seeking a talented Editorial Assistant to work on a diverse list of photography books. The editorial assistant plays a vital role in coordinating the editorial process, collaborating with all in-house departments (production, sales, publicity, development, etc.).

KEY RESPONSIBILITIES INCLUDE:

- Assisting in the management, research, and development of twelve illustrated titles per year, working in close collaboration with a Senior Editor
- Coordinating schedules, managing outreach and communication, and maintaining shared documents with external organizations and partners
- Managing and trafficking artwork, and performing related editorial and administrative tasks for individual book projects
- Researching and negotiating image rights and permissions on a project by project basis
- Writing cover and catalog copy, as well as title information sheets. Preparing materials needed for sales and marketing
- Corresponding and coordinating with authors, artists, designers, and freelancers, including copyeditors, proofreaders, indexers, etc.
- Preparing and tracking budgets, contracts, payment schedules, and expense reports
- Checking and tracking layouts through all stages of review
- Working in collaboration with the intern coordinator and Managing Editor to interview and train an editorial intern every intern session (July-December; January-June)

QUALIFICATIONS

- Bachelor’s Degree
- Excellent written and oral communication skills
- Editorial experience in illustrated books, an arts organization or publisher, or related field
- Ability to work on highly complicated, art- and design-heavy books
- Excellent organizational and problem-solving skills and the ability to prioritize and multitask
- Ability to work independently and also in a team environment, with all levels of staff
- Knowledge of photography preferred
- Sense of humor appreciated
TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you heard about this opportunity, to newhireeditorial@aperture.org, using the following conventions:
- Subject line: Editorial Assistant
- Cover letter: yourfirstname_yourlastname_coverletter.pdf
- Resume: yourfirstname_yourlastname_resume.pdf

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and benefits. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment.

Aperture seeks to build a diverse and inclusive workforce, and welcomes all applications regardless of gender, race, sexual orientation, cultural background, disability, age, or religion.

ABOUT APERTURE

Aperture is a not-for-profit organization, connecting the photo community and its audiences with the most inspiring work, with the sharpest ideas, and with each other—in print, in person, and online.

Created in 1952 by photographers and writers as “common ground for the advancement of photography,” Aperture today is a multiplatform publisher and center for the photo community. From our base in New York, we produce, publish, and present a program of photography projects, locally and internationally. We offer public programs, including lectures, workshops, panel discussions, and conferences that contribute to and expand the dialogue on photography’s role in our society, as well as outreach education for children and teens, building visual literacy and aimed to engage diverse new audiences. More information about Aperture can be found at aperture.org.