

JOB DESCRIPTION

Position Title: Assistant Editor, Books

Reports to: Creative Director

Status: Full-time Non-Exempt

POSITION SUMMARY

The Assistant Editor provides project management and critical support to the Creative Director of Aperture's book publishing program and plays a vital role in coordinating the editorial process, collaborating with all in-house departments (production, sales, publicity, development, etc.).

KEY RESPONSIBILITIES

ADMINISTRATIVE ASSISTANCE

- Provide administrative support for Creative Director, including maintaining correspondence and communication with contributors, Aperture staff, and others involved in editorial projects; assist Creative Director with calendar appointments, scheduling, and other day-to-day tasks.
- Manage administrative needs on individual projects, organize and track project asset files.
- Work in collaboration with the Education Manager and editorial staff to interview candidates for the Work Scholar Program. Independently train an editorial Work Scholar every session (Spring term: January–June; Fall term: July–December)

EDITORIAL AND PROJECT ASSISTANCE

- Working in close collaboration with the Creative Director, assist in the research, development, and coordination of six to ten book titles, related exhibitions when relevant, and editorial content for *The PhotoBook Review* section of *Aperture* magazine.
- Hire and supervise freelancers for project specific tasks including copyeditors, proofreaders, translators, indexers, etc.
- Oversee photo and text permissions on a project-by-project basis, including supervision of a Work Scholar or freelancers to perform tasks that include identifying and contacting sources, negotiating prices, tracking payments and complimentary copies, preparing captions and credits, and maintaining files and records.
- Prepare sales and marketing materials; assist in the preparation of materials needed for press kits and press usage, including Aperture Online and social media platforms.
- Generate budgets and payment schedules for each title in collaboration with the Production Department and Creative Director; monitoring distribution and updates throughout each project
- Assist and provide support on Special Projects such as the PhotoBook Awards, working closely with Creative Director and the Manager of Education and Public Programs

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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 in a deadline intensive environment
- 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 and interest in photobooks preferred

TO APPLY

Please send a resume and thoughtful cover letter in one PDF attachment, 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: Assistant Editor, Aperture Books

One PDF attachment: yourfirstname_yourlastname_coverletter and 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 excellent medical, dental, life, disability, and retirement plan coverage. 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, a not-for-profit organization, connects the photo community and its audiences with the most inspiring work, 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 community, engaged with photography as a language of ideas and committed to the medium’s contributions to the urgent issues in society and contemporary culture.

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. Diversity, equity, and inclusion are at the heart of our strategic thinking, and reflected in the selection of artists and writers that we publish, the engagement programs we present, and our ongoing work to diversify our staff and board.

548 West 28th Street, 4th Floor
New York, NY 10001

212.505.5555
aperture.org

Aperture Foundation is a 501(c)(3) not-for-profit, multiplatform
photography publisher and center for the photo community.