APERTURE JOB OPENING

Position Title: Associate Editor or Editor
Reports to: Senior Editor, Aperture
Department: Books Program
Status: Full-time
Date: March 28, 2022

POSITION SUMMARY

Aperture is seeking to hire a full-time Associate Editor or Editor primarily for Aperture’s forthcoming Vision & Justice Book Series. The (Associate) Editor will be responsible for developing and coordinating this series, among other Aperture titles, working with the three outside principal series editors, and reporting to Aperture’s internal editorial team. The ideal candidate for this position will have a minimum of 3-5 years of relevant experience and, ideally, a background and interest in one or more of the following fields: art history, African American diasporic, and African American studies, American Studies, media studies, performance studies, visual culture or another relevant field.

KEY RESPONSIBILITIES

- Coordinate with Aperture’s internal editorial team and the outside series editors to ensure the successful development and delivery of two Vision & Justice book projects per year, in addition to other Aperture book titles.
- Coordinate with Aperture’s internal team and the series editors to convene the series Advisory Board.
- Adhere to and maintain editorial and production schedules.
- Establish budgets in collaboration with Aperture’s editorial team and ensure they are met.
- Negotiate contracts for photographers, designers, authors, and other project contributors.
- Oversee photo acquisition and permissions on a project-by-project basis.
- Cooperate with Communications in the preparation of catalog copy and image selection and assist in the preparation of materials needed for sales kits such as websites, brochures, synopsis, excerpts, and oversee presentations for sales conferences.
- Work with the series editors and internal team on planning promotional events and panels related to the series.
• In collaboration with Communications and other senior staff, ensure that the plans for
distribution, special sales, publicity, exhibitions, limited editions, and other key components
for each title are developed and circulated in a timely manner, assisting relevant staff
members as necessary.
• Other responsibilities reasonably related to those described above.

QUALIFICATIONS

• Bachelor’s or equivalent degree
• 3-5 years relevant publishing and/or project management experience
• Detail oriented, with an ability to multitask and remain well organized under deadline
  pressure
• Excellent organizational and communication skills
• Ability to work in team environment, with all levels of staff and with external partners
• Ability to handle sensitive information with discretion, maturity and professionalism
• Flexibility encouraged; sense of humor appreciated
• Strong computer skills, including experience with Microsoft Word, Excel, and Outlook

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the
qualifications of the position, your salary requirements, and how you heard about this opportunity,
to newhirevisionandjustice@aperture.org, using the following conventions:

   Subject line: Vision & Justice Book Series

   Cover Letter and resume combined in one pdf: 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 commensurate with experience, 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.