

### Department Overview

The Editorial Department includes 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, online-exclusive articles on Aperture.org, and approximately thirty books per year, including major monographs, catalogs to accompany exhibitions, limited-edition publications, books by emerging photographers, and collections of writings. 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, online article, 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

As a work scholar, you will be engaged primarily with the research, organization, and editorial process behind a major publication focused on the history of American photography. By the end of your term, you can expect to have developed an in-depth understanding of this specific project and to feel proud of your meaningful contributions—whether through research, fact-checking, proof reading, drafting material, database management, or assisting with image rights and captions. Our goal is for you to learn how a major book of significant importance is produced from the inception process to publication. 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 work scholar works with a senior staff member one-on-one. In the beginning of each term, the department welcomes the work scholar and discusses the structure and organization while also asking for specific tasks that each work scholar wishes to refine. Midway through the session, staff and work scholars 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 work scholars are invited to share what they learned and evaluate the program overall.

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## 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 key research and other editorial tasks.

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.

### Project-specific tasks

- Maintaining art logs and databases
- Conducting fact checking and research
- Preparing image caption in house style
- Checking layout text corrections
- Printing and routing layouts
- Tracking payments for specific book budgets
- Coordinating image permissions for reproduction
- Researching stories, artists, and writers
- Mailing materials to designers and contributors

### General administrative tasks

- Sending check requests
- Mailing complimentary copies
- Sorting mail

### 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
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings, as needed
- Assist at the Aperture Gala (Fall term)
- Work occasional events

## Requirements

Strong interest and expertise in the history of American photography (graduate student in Art History or American Studies preferred), 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,

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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!

## TO APPLY

Please apply using the link below. Please send a resume and professional cover letter in one PDF attachment and describe how your skills and experience meet the qualifications.

[https://docs.google.com/forms/d/e/1FAIpQLSfvYEtRWUUAGAb59UHllbr-KukxgWcYzalrhU6w7\\_i-vHag/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSfvYEtRWUUAGAb59UHllbr-KukxgWcYzalrhU6w7_i-vHag/viewform?usp=header)

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted. Aperture will be offering a salary of \$18 per hour to start for this position. This position will start in July, 2025. This position is part-time at 24 hours a week.

The deadline for applications is **Friday, June 6, at 11:59PM**. If you have any questions, please reach out to **workscholars@aperture.org**.

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.