

Aperture Work Scholar Program Position Description Communications

Aperture is a nonprofit publisher that leads conversations around photography worldwide. From our base in New York, Aperture connects global audiences and supports artists through our acclaimed quarterly magazine, books, exhibitions, digital platforms, public programs, limited-edition prints, and awards. Established in 1952 to advance “creative thinking, significantly expressed in words and photographs,” Aperture champions photography’s vital role in nurturing curiosity and encouraging a more just, tolerant society.

Department Overview

The Communications department ensures maximum public awareness of Aperture’s mission and work as a nonprofit across all elements of programming: two annual seasons of books, the quarterly *Aperture* magazine, educational events, and touring exhibitions. Visibility and engagement are generated through earned media and editorial press coverage, social and digital content and campaigns, cross-promotional efforts with other organizations, and a range of programs including artist lectures and book signings in New York and around the world. The Communications department collaborates with all teams at Aperture to strategize and prioritize the promotion of key initiatives and programs.

What You Can Expect to Learn

- The development and execution of a strategic promotional strategy across communications platforms
- How to pitch and secure media attention

Departmental Duties

- Maintain and expand Aperture's press database
- Maintain accurate records of all external communications and coverage
- Research new media outlets, writers, and influencers for outreach
- Review and select relevant quotes from articles
- Prepare and send press materials to journalists (books, images, press releases, book prize submission materials, etc.)
- Pitch new titles, exhibitions, and events to media outlets
- Manage Aperture’s online press room
- Coordinate and create weekly newsletter; create press clips
- Coordinate and format assets utilizing Wordpress, InDesign, and Mailchimp

General Work Scholar Responsibilities

- Gain working knowledge of Aperture’s mission and role within the field of photography
- Join staff and project-specific meetings as necessary
- Participate in workshops and training sessions

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- Complete pre-, mid-, and post-term evaluations
- Work occasional events and programs

Requirements

Excellent organizational, writing, and communication skills; advanced knowledge of Microsoft Word and Excel; some experience with Adobe Photoshop, InDesign, Mailchimp, and WordPress; and an interest in photography and the arts.

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.

[Application Form](#)

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, 2026. This position is hybrid, part-time at 24 hours a week, with two days in the office and one day remote.

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 public programs we present, and our ongoing work to diversify our staff and board.