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C Magazine Publishing Intern

Location: Toronto

Time commitment: 2 days / 15 hours per week

Work terms and application deadlines:

(Fall) September through December, application deadline July 15th

(Winter) January through April, application deadline Oct 15th

(Summer) May through August, application deadline March 15th

Position description:

C Magazine is currently accepting applications for a publishing internship with a focus in one of four areas of editorial management including circulation, communications, web development, and fundraising. As a member of C Magazine's team, you will play a key role in promoting and encouraging critical engagement with and knowledge of contemporary art, while acquiring valuable experience in the field of magazine publishing. C is committed to ensuring a rewarding and practical experience during your internship and is happy to work with student interns and their programs of study to help them earn academic credit.

C Magazine allows interns to focus on one of the following areas of publication management:

Circulation

The candidate wishing to learn more about magazine circulation will assist with subscription fulfillment, marketing and distribution development.

Required skills: Data management experience, excellent communication skills, attention to detail, with an interest in logistics and marketing.

Communications

An internship with a focus in publicity and communications, assisting with community outreach, readership relations, marketing materials, and public programmes. This includes promotion for public programming and events via the website, email and social media platforms.

Required skills: Strong writing, communication, and interpersonal skills. HTML editing and marketing experience is an advantage.

Web Development

An internship focused on web development, assisting in the development of cmagazine.com.

Required skills: Strong planning and HTML/CSS skills, and the ability to work independently. Experience with open source PHP solutions is an advantage.

Fundraising

Interns seeking to gain first-hand experience in fundraising and event development will assist with event logistics, and the development of corporate sponsorship and donor materials.

Required skills: Strong organizational, writing and interpersonal skills. Experience is an asset.

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The position requires senior level undergraduate or graduate studies in visual art, critical and curatorial studies, arts management, art history, marketing and communications, publishing, or a related field. A demonstrable interest and experience in contemporary arts and culture is strongly preferred. Ideal candidates possess advanced writing skills, strong interpersonal and communication skills, research skills, an understanding of not-for-profit organizations, and a working knowledge of Mac OSX and Microsoft Office (specifically Word and Excel). Familiarity with HTML editing, Photoshop, Filemaker Pro, and social networking platforms such as Facebook, Twitter, and Delicious are also assets. Candidates must be prepared and able to work independently, with supervision. Please note that this internship is unpaid.

Please submit a brief cover letter and c.v. via email to Kate Monro, Associate Publisher at katemonro@cmagazine.com. In your cover letter please indicate the professional areas of interest you wish to pursue during your publishing internship as well as related experience.

C Magazine is an equal opportunity employer, located in 401 Richmond St W, a fully accessible building.

Based in Toronto, C Magazine is a quarterly publication of contemporary visual art and culture, dedicated to promoting critical discussion about contemporary art in Canada and internationally. C Magazine acknowledges the generous support of the Canada Council for the Arts, the Ontario Arts Council and the Toronto Arts Council.

www.cmagazine.com

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