

C Magazine Editorial Intern

Location: anywhere in Canada

Time commitment: 5 to 10 hours per week on average

Compensation: academic credit (preferable), unpaid, or honorarium (funding dependent)

Work periods and application cut-off dates: Given that the most common arrangement for this internship is academic credit, the work periods typically align with the academic calendar (Sept-Dec, Dec-April, April-Aug), but are subject to variation. Applications are received on a rolling basis until the following dates:

September start—July 15

December/January start—October 15

April/May start—February 15

Position description

C Magazine employs one editorial intern to assist with the production of one to two quarterly issues. As valuable members of *C*'s team, interns play an important role in promoting and nurturing critical engagement with and knowledge of contemporary art, while gaining valuable experience in the field of publishing. *C Magazine* is committed to ensuring an enjoyable, educational and rewarding experience.

Tasks

- Researches and obtains images, reproduction rights, formats and edits captions according to the *C Magazine* House Style Guide
- Administers contributor contracts
- Collects mailing addresses for complimentary copies
- Manages deadlines, communications, and follow-ups for all of the above, as necessary
- Prepares PDFs of individual contributions and distributes them to the authors
- Transcribes audio files
- Reads feature texts to produce abstracts and assign keywords for the archive
- Assists in developing press releases and online resources, such as newsletters, and article texts and images on cmagazine.com
- Helps coordinate public programming
- Assists with other administrative and research tasks as necessary
- Assists with training an incoming editorial intern

This position is geared towards someone who has undertaken university studies in visual art, critical and curatorial studies, arts management, art history, or related field(s); and/or, someone who has editorial experience in arts and culture. A demonstrable interest in contemporary art is required. Candidates must possess excellent research skills, advanced writing and communication skills, and a working knowledge of Mac OS X, MS Word and Excel, and Google Apps and Drive. Candidates must be able to work independently, with the supervision of the Editor, at a location of their choice, using their own computer.

Please submit your CV and a brief cover letter, indicating the internship dates you are applying for, your current interests as well as related experience, to Jaelyn Bruneau, Editor (hr@cmagazine.com).

C Magazine is located in 401 Richmond St W, a fully accessible building.

Based in Toronto, *C Magazine* is a quarterly publication 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