



T: 416 539 9495
F: 416 539 9903

C The Visual Arts Foundation
PO Box 5 Station B, Toronto,
Ontario, Canada
M5T 2T2

C Magazine Publishing Intern

Location: Toronto, 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-August), 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 publishing intern to assist with the production of one to two quarterly issues and related educational and fundraising events. 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

- Circulation: assists with subscription fulfillment, data management, print distribution and marketing.
- Readership development: assists with public programming, community outreach, and campaigns.
- Online communications: assists with social media, email newsletter, and maintaining online content.
- Fundraising: assists with donation campaigns, sponsorship agreements, grant applications, and events.

Skills that will be developed

Writing, communications, data management, online content management, online and social media marketing, event planning and logistics, volunteer management, donor relations, sponsor development, and grant writing.

This position is geared towards someone who has undertaken university studies in 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. Candidates must possess excellent organization, research, writing and communication skills, and a working knowledge of Mac OS X, MS Word and Excel, and Google Apps and Drive. Some understanding of not-for-profit organizations is an asset. Familiarity with Photoshop, Filemaker Pro, website content management systems (CMS), contact relationship management (CRM), and social media platforms such as Facebook, Twitter and Instagram are also assets. Candidates must be able to work independently, with the supervision of the Publisher, at the *C Magazine* office or a location of their choice, mainly 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 Kate Monro, Publisher (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