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C Magazine Publishing Intern

Location: Toronto

Time commitment: minimum one day 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 that focuses on circulation, communications and fundraising management. As a member of C'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.

Publication management tasks include the following:

Circulation

Assisting with subscription fulfillment, marketing and distribution development.

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

Communications

Assisting with community outreach, readership relations, marketing materials, and public programmes.

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

Fundraising

Assisting with donation campaign and event development, assisting with event logistics, development and fulfillment of corporate sponsorship and donor materials.

Required skills: Strong organizational, writing and interpersonal skills. Fundraising or event planning experience is an asset.

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The C Magazine Publishing Intern 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, an understanding of not-for-profit organizations, and a working knowledge of Mac OSX and Microsoft Office. Familiarity with Photoshop, Filemaker Pro, HTML editing and social networking platforms such as Facebook, Twitter and Tumblr 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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