



ASSISTANT DIGITAL EDITOR, *AMERICAN CRAFT*

The assistant digital editor of *American Craft* plays an important role in the creation and production of this 80-year-old quarterly publication. Working closely with the editorial team in a highly collaborative environment, the assistant digital editor will coordinate and edit digital content; manage image collection and documentation for print and digital; actively research contemporary craft, artists, and events; and support multiple editorial and administrative projects. Working in a fast-paced and dynamic environment and demonstrating a commitment to diversity, this position is for someone who loves creative storytelling, has strong editing and organizational skills, is deadline oriented and eager to research and track contemporary craft artists and trends, and can help track and support complex editorial projects.

RESPONSIBILITIES

- Coordinate digital content. In collaboration with the editorial team, concept and prepare expanded online content for magazine articles; assign and edit online exhibitions and shows coverage; and assign occasional original online pieces. As needed, contact writers and prepare assignment letters and contracts; work with writers on developmental edits and meeting deadlines; shepherd stories through copy editing and fact checking, working with individual sources for fact checking when needed; and gather W-9s and invoices from writers for editor in chief's review.
- Manage *The Queue*, a digital interview series, including artist communication, contracts, editing, image collection, and payment requests.
- For print and digital, manage image collection from artists and other organizations. Prepare requests for images; secure and organize image permissions documentation; and collect accurate photo credits and caption information. Work with editors to ensure accurate photo captions in print, as well as for digital stories.
- As needed, write about editorial content for marketing and advertising needs, including eblasts and content descriptions.
- Participate in editorial meetings and research.
- Actively research and follow contemporary craft through social media, magazines, books, and expert sources in the field, keeping track of contemporary trends, story ideas, artists to cover, and potential writers.

- Work closely with the editor in chief on daily administrative tasks, including database support (AirTable and Salesforce) for comp lists, and updating production calendars.
- Occasionally write for print and online and edit print articles as assigned.
- Help proofread editorial content.
- Perform other tasks as needed.
- Support the ACC's mission of connecting and galvanizing diverse craft communities to cultivate and advance craft's impact in contemporary American life.

QUALIFICATIONS

- Bachelor's degree in journalism, English, communications, or related field, or equivalent, relevant experience.
- Minimum of three years editorial experience, preferably with a magazine publication.
- Thrives in a high-volume, fast-paced environment with evolving priorities.
- Proven ability to help set priorities and manage time to be highly organized with complex deadline-driven projects.
- Strong creative and strategic mindset with excellent communication skills and ability to identify creative approaches to storytelling and to help shape meaningful content.
- Strong organizational and project management skills required. Experience in Adobe Acrobat, Adobe InDesign, Photoshop, Google Workspace, and/or AirTable preferred.
- Effective interpersonal skills. Ability to communicate well with writers and artists and to develop good working relationships.
- Proactive problem solver.
- Proven commitment to diversity, equity, and inclusion.
- History of teamwork, curiosity, and willingness to roll up one's sleeves to get the job done.
- Understanding of nonprofit publishing preferred.
- Minimal travel required.
- This is an exempt position.

DESCRIPTION OF PHYSICAL DEMANDS AND WORK ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to use hands to operate office equipment and computing resources.
- The employee must be able to sit for periods of time using office equipment and a computer.
- Position may require moderate lifting of supplies and materials from time to time.
- The working environment is a general office environment with low noise level.

- The employee must be able to work from our offices in Minneapolis, Minnesota. We are currently in the offices and working remotely on a hybrid schedule.

SALARY RANGE: \$40,000–\$45,000

ABOUT THE AMERICAN CRAFT COUNCIL

ACC is a national nonprofit working to keep the craft community connected, inspired, and thriving. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. Eighty years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through longstanding awards and a unique research library. A range of other programs create space for dialogue and action—because craft can bring us together as people. Learn more at craftcouncil.org.

TO APPLY

If this position sounds like a great fit, we want to hear from you! Please send your cover letter and resume to employment@craftcouncil.org with the subject heading of “Assistant Digital Editor.”

The deadline to apply is November 8, 2021.

ACC is an equal-opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. Read more about [ACC's commitment to inclusion and equity](#).