



Job Opening: Managing Editor, Creative Section

Job purpose

A Managing Editor is a senior member of Graphite Publications' editorial team. The Managing Editor of Creative reports directly to the publication's leadership and administers the day-to-day operations of the Creative Section. The Managing Editor will assist the Editor-in-Chief in ensuring that all articles published by Graphite's Creative Section are relevant to our audience, original (i.e. providing new perspectives), and of high quality.

Duties and responsibilities

1. *Acts as liaison between writers and Graphite's editorial board.*
2. *Responsible for the editing of articles within the Creative Section.*
3. *Responsible for issuing and enforcing deadlines, and for scheduling article publication.*
4. *Uploads and finalizes articles using WordPress, which includes formatting content according to our guidelines.*
5. *Ensures that the Creative Section contributes at least 2 articles to the Thematic Week (along with the second Managing Editor, if applicable).*
6. *Actively recruits new writers and helps develop the overall recruitment strategy.*
7. *Brainstorms and helps initiate section-specific series, projects, and collaborations.*
8. *Attends relevant meetings, and contributes constructive feedback at meetings.*
9. *Personally contributes at least one article each two months.*
10. *Handles e-mail inquiries. Is responsive. Forwards messages to the appropriate people.*
11. *Provide a month's notice to the General Director if he/she chooses to cease responsibilities as Managing Editor of Creative with Graphite Publications, and help find replacement.*

Expected Commitment

This position requires about 5 hours of time to be contributed each week, though exact commitments vary on a weekly basis.

What we are looking for

- Experience in editing/writing
- Strong knowledge of (and preferably, some involvement in) the Montreal art or creative writing communities
- Proactivity, organization, flexibility, and ambition

n.b. As Graphite is a non-profit organization, all of our staff works on an unpaid, volunteer basis. We work to provide our team members with various perks whenever possible, and are happy to write letters of recommendation after at least two months of work has been completed.