

JOB DESCRIPTION

Job Identification

Job title:	Editor, Digital
Division:	Publications
Supervisor:	Associate Director, Publications
Status:	Contractual, full time – 35hrs/week
Duration:	3 years
Posting period:	28 May to 1 July 2018
Job entry:	August 2018

Job summary

The Canadian Centre for Architecture (CCA) gives visibility and facilitates access to its activities—exhibitions, public programs, collection and research—through a publishing program that encompasses print, electronic, and online platforms. The Publications division at the CCA is responsible for the planning and production of this program following the CCA vision and editorial strategy.

The responsibilities of this job are to contribute to the digital transformation of the CCA by developing its online presence and its digital publication strategy, particularly by proposing and creating content for the CCA website. Working in close collaboration with the Digital division, the incumbent liaises with authors, web designers, web developers, the IT department, media partners, and other contributors, and ensures the adherence to editorial standards regarding tone of voice, appearance, and style. The incumbent works with the rest of the CCA editorial team and with other CCA staff to reinforce the character and visibility of the activities and holdings of the institution.

Key responsibilities

Strategic

- Identifies opportunities to increase the online visibility of the CCA in keeping with the institution's vision and editorial strategy
- Recommends content for the online and digital publishing programs with the aim of maintaining contemporary relevance
- Stays informed of new developments in online and digital publishing, and contributes this knowledge to the work of the Publications division
- Researches, proposes, and develops digital publishing formats and media partnerships
- Contributes to the reflection on new applications and tools to improve user engagement
- Participates in the promotion and external presentation of CCA publications

Editorial

- Proposes and creates content for the website aligned with the CCA vision, acting when necessary as editor, producer, or author
- Proposes, schedules, and commissions external contributions
- Researches, reviews, selects, and edits publication materials (text and visuals)
- Copyedits texts and their translations in accordance with the CCA style guide
- Collaborates with external copyeditors, graphic designers, and other collaborators involved in the editorial process
- Produces and edits the CCA newsletter in collaboration with the other members of the editorial team
- Contributes to CCA social media platforms by suggesting and creating content

Planning

- Works with the Associate Director, the Digital division, and other staff as required to schedule and develop the online and digital editorial workflow
- Ensures the quality and currency of website content
- Ensures the online visibility of CCA exhibitions and public programs
- Ensures that the schedule of the online publishing program is met

Required qualifications

- Master's degree or equivalent experience in architecture, the history of architecture, or a related discipline
- 3 to 5 years of editorial experience in architecture or related fields, with a particular focus on online and digital publications
- Broad insight into contemporary architecture
- Experience in MS Office, Adobe Creative Suite, and computer-aided design software
- Familiarity with HTML and web analytics tools
- Ability to work in French and English, with advanced writing skills in one language and proofreading skills in both
- Knowledge of the Chicago Manual of Style, asset

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of Human Resources of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 1 July.** Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.