



## Centre Canadien d'Architecture / Canadian Centre for Architecture

### Job Posting

#### Job Identification

Job title:	Editor, CCA Publications
Division:	Publications
Supervisor:	Associate Director, Publications
Status:	Contractual (3 years), full time (35h/week)
Posting period:	30 May to 26 June 2022
Job entry:	1 August 2022

#### About the CCA

The Canadian Centre for Architecture (CCA) is an international research centre and museum founded on the belief that architecture is a public concern. Responsive to the changing cultural context of our time and strengthened by its extensive collection, exhibitions, programs, and research activities, the CCA is a leading voice in advancing knowledge, promoting public understanding, and generating new ideas and debates about architecture, its history, theory, practice, and its role in society today.

#### What we offer

The CCA's publishing program brings together print, electronic, and online formats in an effort to develop new lines of inquiry from different perspectives and to facilitate access to CCA activities. If you have an interest in and commitment to architecture and its influence across contemporary societies, this position will expose you to the planning and production of relevant publication projects and to shaping the voice of the institution. The Publications team includes four editorial positions, a production manager, an administrative coordinator, the CCA Bookstore staff, and a copyright agent. You will also work in close collaboration with staff in other divisions, including Programs, Digital and Outreach, Research, and the Collection, and will have the opportunity to engage in CCA's public programs and research seminars.

#### Key responsibilities

The responsibilities of this job are to contribute to the CCA print, digital, and online publishing activity by researching, writing, commissioning, and editing content while managing project calendars and ensuring that deadlines are met. The incumbent liaises with authors, designers, and other contributors, and ensures adherence to standards regarding tone of voice, appearance, and style. The incumbent makes suggestions to the publishing program and works in close collaboration 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.



## **Centre Canadien d'Architecture / Canadian Centre for Architecture**

### Strategic

- Contributes to the CCA publishing program by suggesting, scheduling, and following up on editorial projects aligned with the institution's vision and editorial strategy
- Researches, proposes, and develops collaborations with contributors, designers, and publishers
- Researches and proposes publication formats (print, online, or other)
- Stays informed of new developments in publishing and contributes with this knowledge to the work of the Publications division
- Works with other CCA staff to ensure the visibility of CCA publications
- Participates in the promotion and presentation of CCA publications

### Editorial

- Conducts research for new publication projects
- Recommends direction of publication projects regarding content, format, character, and form of dissemination
- Contributes to publication projects as copy editor, editor, 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
- Coordinates the different phases of the editorial process and collaborates with external copyeditors, graphic designers, publishers, and others involved
- Proofreads publication materials in English and French as needed
- In collaboration with the other members of the editorial team, produces and updates editorial guidelines for authors, editors, graphic designers, and other freelancers and suppliers involved in the publishing process
- Produces and edits the CCA newsletter in collaboration with the other members of the editorial team

### Planning

- Works with the Associate Director and other staff as required to schedule and develop the editorial workflow
- Coordinates publication schedules with other CCA divisions
- Ensures that publication schedules are met

### **Benefits**

- Work-life balance, with the possibility of partial telework
- 35 hours/week schedule and flexible hours policy
- 4 weeks of vacation after the first year
- Generous amount of sick days, personal days and CCA days
- Group insurance, employee assistance program and pension plan available
- Access to CCA exhibitions and discounts on CCA publications and at the bookstore



## Centre Canadien d'Architecture / Canadian Centre for Architecture

### 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
- Broad insight into contemporary architecture
- Experience in MS Office and Adobe Creative Suite
- Ability to work in French and English, with advanced writing skills in one of these languages
- 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](mailto:rh@cca.qc.ca) to the attention of the People and Culture division of the Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 26 June 2022.** Only successful applicants will be contacted. Please do not call.

The CCA has an employment equity policy and encourages diversity. The CCA invites applications from anyone with the qualifications listed in the job posting.

For all employment opportunities at the CCA, visit our [website](#).