

EDITORIAL PROGRAM MANAGER POSITION FOR HIRE

Full-time
New York City, NY

The Institute for Studies on Latin American Art (ISLAA) seeks an energetic and driven Editorial Program Manager to oversee and develop our publications department; to contribute to existing editorial partnerships with academic and art presses; to spearhead the development of new initiatives; to expand ISLAA's online presence with bold, engaging content; and to cultivate relationships with new partners and expanding audiences.

This role supports the Managing Director in both creative and logistical capacities, including editorial releases, partnerships, web content and public announcements, new projects, and events. It is a broad brief that rewards enthusiasm and ambition. If you love to materialize big ideas from start to finish, then this position offers an opportunity to enact your vision with the encouragement and resources of a growing institution—one that prioritizes an environment of collaboration, care, and mutual support.

ISLAA has supported more than 30 volumes on Latin American art spanning academic publishing, artist books, and exhibition catalogs, often in collaboration with museums, universities, and independent presses. Recently we have begun to work as co-publishers, lending our resources to projects whose original and urgent narratives expand the canon of modern and contemporary art. At ISLAA, we are motivated to tell bigger and richer histories by spotlighting the formative contributions of Latin American and Latinx artists and collectives throughout the 20th and 21st centuries.

The ideal candidate is communicative, immersed in art books, and energized to interact with ISLAA's constituent communities.

INSTITUTE FOR STUDIES ON LATIN AMERICAN ART

KEY ROLES

- Oversees ISLAA's current and upcoming editorial projects, serving as point of contact for collaborators and ensuring an organized and well-run production process
- Delivers progress updates to Managing Director on a regular basis, advising on key editorial decisions
- Reviews incoming proposals for editorial projects, making recommendations to Managing Director
- Proposes new ideas for publications and partnerships on a quarterly basis
- Engages and builds ISLAA's audience through public programming
- Cultivates relationships with art libraries and publication subscribers, sending new material to relevant, interested parties
- Secures distribution for ISLAA publications and creates a publications catalog to share with distributors
- Manages editorial web content and prepared related content for our social media liaison
- Spreads the word about new releases and events to colleagues and press contacts
- Serves as project manager with our web team to build new feature

KEY ROLES

- Offers imaginative approaches for presenting materials online
- Works with Collections team to coordinate physical storage of archives and library volumes
- Works with Editorial Program Manager to develop archival curated selections for the website
- Works with Exhibition and Curatorial Manager and visiting curators to develop archival components for ISLAA's gallery space

BACKGROUND

- 2+ years of full-time professional experience in art and/or publishing fields
- Advanced written and spoken Spanish. Portuguese is helpful but not required.
- Credits in published volumes to help indicate degree familiarity with editorial processes

COMPENSATION

Salaries are competitive and commensurate with experience. Health benefits and 401k are offered after three months of employment.

CONTACT

To apply please send a resume and cover letter to jobs@islaa.org, attn: Lucy Hunter. We look forward to hearing from you!

ABOUT ISLAA

The Institute for Studies on Latin American Art (ISLAA) advances scholarship and public engagement with art from Latin America through its program of exhibitions, publications, lectures, and institutional partnerships.

ISLAA pursues greater international visibility for art from Latin America, a goal that has led to our involvement in more than 400 lectures and conferences, 30 books, and 20 large-scale exhibitions.

ISLAA seeks team members who reflect the diverse communities we engage with. Positions are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status, or any other characteristic protected by law. All are encouraged to apply.