

Editor/Creative Director

TERM

Permanent (pending initial 3-month review)

HOURS

20 hours/week, .5 FTE

Deadline for applications: September 10, 2017

Start date: October 1, 2017

Geez magazine <http://geezmagazine.org/> is a quarterly, non-profit, print magazine that explores issues related to social justice, art, and activism for folks who find themselves on the fringes of faith. Based in Winnipeg, Manitoba on Treaty 1 land, our purpose is to educate the public by publishing writing and visual art of the highest possible quality.

The editor/creative director would work as main editor to create four print issues a year, in collaboration with other staff and a directing board.

Tasks:

- *Editorial tasks:* Oversee all editorial tasks, following a quarterly print schedule
 - In consultation with the editorial committee, create a schedule of upcoming issue topics
 - Maintain a production schedule, including drafting and circulating a call for pitches based on the upcoming issue topic, receiving pitches and making assignments, setting deadlines, assigning guest editors for topic consultation and editorial assistance, liaising with writers to provide feedback and guidance, liaising with staff designer on images and structural layout, copy editing (as needed), reviewing and ensuring clean copy for publication
- *Playlist:* Organize and submit contributor playlist following publication
- *Website editorial:* Write, assign, edit, and publish online-only

content, in addition to formatting and uploading the magazine online

- *Staff supervision*: Oversight of interns, organize volunteers for proofreading each issue
- *Event and social engagement*: Represent Geez at events, conferences, speaking engagements, etc.
- *Board engagement*: Report to and collaborate with the board on fundraising, promotional events, grant writing, financial strategizing; attend regular board meetings
- *Other editorial tasks*, as necessary

Experience and skills:

- Master of Arts in Journalism, Communications, English, or a related field
- Minimum of three years editorial experience, preferably as managing or senior editor, with demonstrated ability to organize staff and operations
- Experience managing volunteers and mentoring interns
- Working experience with Adobe products (particularly InDesign), and Mac office software
- Experience navigating and promoting hybrid print-online publications
- Successful history of grant application; fundraising experience an asset

Apply by emailing a cover letter, resume, portfolio, and two references to the Geez Press hiring committee at jobs@geezmagazine.org.

Art Director

TERM

Permanent (pending initial 3-month review)

HOURS

5 hours/week, .125 full time equivalent

Deadline for applications: September 10, 2017

Start date: October 1, 2017

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The designer would work with the editor to create four print issues a year, in collaboration with other staff and a directing board.

Tasks:

- *Content planning:* In collaboration with the editorial committee and editor, create a schedule of upcoming issue topics
- *Design tasks:* Working with editor to help determine the narrative arc (overall story flow) for the magazine. Responsible for magazine design and layout, assigning art commissions, assisting in final review of the issue.
- *Website design:* Assist in website design and artwork
- *Promotion:* Create materials for promotion, events, fundraising campaigns, newsletters, etc.
- *Board engagement:* Report to and collaborate with the board, attend regular board meetings
- *Other design tasks,* as necessary

Experience and skills:

- Bachelor's degree in graphic design, or a related field
- Minimum of three years graphic design experience
- Working experience with Adobe Creative Suite products (particularly InDesign), and Mac office software
- Experience navigating and promoting hybrid print-online publications
- Image-creation skills (illustration and/or photography)
- Have connections in the creative community (artists/photographers)

Apply in writing with a cover letter, resume, portfolio, and two references to the Geez Press hiring committee at jobs@geezmagazine.org