



## **Label Editor**

### **Marketing & Experience Division**

#### **OVERVIEW**

The Baltimore Museum of Art is seeking a full-time Label Editor to provide copyediting and proofreading for didactic materials related to art objects on display in the Museum, ranging from wall labels to brochures and from teacher guides to take-home materials for children. Working in the Marketing and Experience Division (MX), the person in this role will champion readability along with style and punctuation and collaborate closely with colleagues in the curatorial, exhibitions, and education divisions. The Label Editor will ensure labels and texts created for BMA collection installations and exhibitions conform to BMA style and use correct grammar, punctuation, and spelling. This person will work closely with the Web and Publications Editor to continue to research and refine institutional voice, and provide oversight for copy deadlines.

This is a full-time position reporting to the Director of Content Strategy and Publications. This position allows for some remote work, though the ability to routinely be onsite at the Museum is also required.

#### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Coordinate and oversee the progress of exhibition texts throughout the editing process.
- Provide editing for objects labels for works in collection galleries.
- Partner with colleagues in MX to make recommendations on institutional tone, and keep the organizational style guide up-to-date.
- Research and codify vocabulary so that institutional voice is accessible, equitable, and inclusive.
- Advise on readability of texts
- Proofread BMA-produced collateral, ranging from press releases and emails to publications.

#### **REQUIREMENTS**

- BA in journalism, communications, museum studies, or equivalent professional experience
- 5+ years of copyediting experience preferred
- Excellent writing and verbal communication skills and a relentless attention to details
- Superior editing skills and an ability to ensure copy adheres to institutional style guides and the Chicago Manual of Style.
- An eye for design and typographic hierarchies
- Strong collaboration skills
- Fluency with videoconferencing (Zoom), Microsoft Office 365, and Adobe Acrobat. Familiarity with project management software is a plus.
- Ability to juggle competing priorities and ensure project deadlines are met.

## **BENEFITS**

The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this full-time, permanent exempt position we offer medical, dental, vision, prescription, 403b retirement plan with match, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

## **APPLY**

Please note, an editing test is part of the hiring process for this position.

Please send a cover letter with salary requirements and resume to [HR@artbma.org](mailto:HR@artbma.org) with **“Label Editor”** **your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

## **COVID-19 CONSIDERATIONS**

We have adjusted to a hybrid remote work environment and in-person attendance will be required of this position. A computer and the necessary peripherals will be provided to the candidate hired for this position. Please note that internet access is the responsibility of the candidate.