



Editor, Web and Publications

Marketing & Experience Division

The BMA is seeking a full-time editor to manage the artbma.org website and work on a variety of print publications ranging from gallery brochures and guides to academic publications accompanying large exhibitions.

OVERVIEW

Working with the Marketing and Experience Division, the Web and Publications Editor will help the digital team maintain, update and create new content for audiences in the digital space. We are looking for a creative thinker who enjoys writing and editing copy and assembling pages with user-friendly information hierarchies. Testing new site features and brainstorming visuals with the creative services team are also part of the regular day-to-day duties. This editor will also routinely serve as the content editor and/or proofreader for BMA-produced publications.

This is a full-time, permanent position reporting to the Director of Content Strategy and Publications. The work is remote while precautions against COVID-19 are in place, though the person will be expected to be available to work onsite and restrictions are lifted.

RESPONSIBILITIES

Responsibilities include but are not limited to:

Digital

- Maintain and update content on artbma.org, with attention to tone and clarity.
- Collaborate with creative services team on needs for visuals and interactives for the website
- Review performance and use data in Google Analytics (GA4); creating regular reports for colleagues
- Work with peers in the content strategy team to create new digital features, including story ideas for the BMA Stories channel

Print

- Assist or lead in copyediting duties for *BMA Today*, the Museum's triannual member magazine
- Lead copyediting full-length exhibition publications
- Support content editing and provide project management of a variety of printed collateral

REQUIREMENTS

- Minimum 4 years of professional experience.
- BA in journalism, marketing & communications, or comparable professional experience.
- Excellent writing and verbal communication skills
- Demonstrated experience with WordPress or comparable CMS
- Awareness of accessibility standards for digital content
- Superior editing skills and an ability to ensure copy adheres to institutional style guides
- An eye for design and typographic hierarchies
- Strong collaboration skills
- Fluency with videoconferencing (Zoom)
- Excellent attention to detail

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 are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply. Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

BENEFITS

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

APPLY

Please send cover letter and resume to HR@artbma.org with “Editor, Web and Publications” and your first and last name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.