



## **Editorial Assistant**

### **Marketing & Experience Division**

#### **OVERVIEW**

The Editorial Assistant will support books and catalogues produced by the BMA and web content created by the Marketing and Experience Division, performing a combination of administrative, editorial, and production duties. This is an ideal role for a young professional looking to learn about working in Museums.

This is a full-time, exempt 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:

- Write, edit, and post content for the artbma.org website and other BMA Marketing collateral like the member magazine, *BMA Today*
- Track, monitor, and record invoices for authors, reproductions, and other fees associated with the creation of publications
- Schedule meetings and support project timelines
- Conduct reproduction research for catalogues under the guidance of the rights and reproductions team
- Provide support for market analysis and audience research for publications
- Other duties within the Marketing & Experience division as needed

#### **REQUIREMENTS**

- BA in journalism, communications, museum studies, or equivalent professional experience
- Excellent written and verbal communication skills and an awareness of Chicago Manual of Style
- Understanding of web content management systems like WordPress and knowledge of how to perform light photo and video editing tasks
- An appreciation 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 solid organizational skills.

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](mailto:HR@artbma.org) with “Editorial Assistant” 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.