Publications Editor
Marketing & Experience Division

Overview
Working within the Marketing and Experience Division, the Publications Editor will serve as one of the Museum's lead editors, overseeing the development and production of exhibition catalogs and gallery guides while supporting digital and print projects such as BMA Today, the Museum's members magazine.

The role requires a collaborative spirit and willingness to engage colleagues working in print and on digital platforms to generate story ideas for the Museum’s audiences. The person in this role must also be able to lead the management of long-lead publications, such as exhibition catalogs, which can involve multiple contributors, designers, and co-publishing partner institutions. The Publications Editor will also provide editorial support for catalog projects, from substantive editing to copyediting and proofreading, and routinely serve as the proofreader for other BMA-produced collateral. This full-time, permanent position reports to the Director of Content Strategy and Publications. The role is hybrid, with the expectation that an onsite schedule will be agreed upon with the Director of Content Strategy and Publications.

Responsibilities
Responsibilities include but are not limited to:

• Serving as project manager and editor for exhibition publications, gallery guides, and other BMA collateral as assigned
• Assisting in the development of BMA Today, the Museum's member magazine published three times a year
• Coordinating schedules with contributors, printers, designers, and other vendors for publications as needed
• Researching and writing content for BMA Today and BMA Stories
• Collaborating with the BMA Label Editor on proofreading cross-divisional collateral and maintaining institutional tone and clarity
• Working with peers on the owned media team to create content for the BMA's audiences before and after their visits to the Museum, including story ideas for the BMA Stories channel

Requirements
• Bachelor's degree in English, journalism, or a related field, or equivalent professional experience
• Three to five years of experience as the primary project editor in a cultural or nonprofit institution, with Museum or visual arts experience preferred
• Excellent communication skills, excelling at writing, editing, copyediting, and proofreading, with a keen eye for detail and proven effectiveness in managing collaborations with cross-divisional teams
• Knowledge of the Chicago Manual of Style
• Experience editing a range of texts, including scholarly catalog essays, guides, and online content
• Proven ability to work diplomatically and tactfully with multiple stakeholders
• Ability to work independently, manage time effectively, pursue several projects simultaneously, and meet agreed-upon deadlines
• Experience and comfort with Microsoft 365 and Adobe Acrobat
• Ability to quickly change course, when needed, for time-sensitive projects or as processes evolve
• Visual arts, art history, or museum background, and familiarity with the language of art history and contemporary criticism preferred

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 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.

SALARY
$76,500 annually.

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.

Please send a cover letter with salary requirements and resume to HR@artbma.org with "Publications Editor" and your first and last name in the subject line. Incomplete application materials will not be considered.

Applications will be reviewed on a rolling basis.

Incomplete application materials will not be accepted.
No phone calls please.