



Title: Bilingual (English/Spanish) Editor

Reports to: Director of Publications and Editorial

Start: November 23, 2022

Job Type: Part-Time Temporary

Role Description: The Bilingual (English/Spanish) Editor proofreads and refines public-facing content for the American Folk Art Museum's (AFAM) editorial projects. This role will help support AFAM's mission through a series of upcoming exhibitions supported by the Henry Luce Foundation, as well as other duties related to the editorial needs of the Museum.

The ideal candidate for this position is bi-lingual or multi-lingual and has a solid editorial background and experience in museums, art publishing, or galleries. Interested candidates should possess impeccable writing, editing, and proofreading skills and have a deep understanding of issues of diversity, inclusion, equity, and accessibility as they relate to content creation and communications. This role works with internal stakeholders and external partners to develop and edit compelling and relevant content for visitors, members, scholars, and other key audiences.

Primary Duties (Henry Luce Foundation Exhibition Program):

- Reviews, edits, and manages label copy and wall texts from curatorial colleagues for three upcoming collection-based exhibitions
- Collaborates with the Director of Design on exhibition label production
- Coordinates translation of wall text, label copy, press releases, and other materials associated with interpretive and promotional texts for Luce exhibitions
- Liaises with external vendors for translation services and revises translations to ensure they are aligned with AFAM style, including tone and language standards.

Additional Duties:

- Assists the Director of Publications and Editorial in generating and enhancing the Museum's multi-lingual editorial and publication projects
- Proofread, copy-edit, and improve the readability levels of manuscripts, exhibition materials, and other public-facing content in English and Spanish.
- Assist curatorial efforts to produce and refine text about works in the Museum's collection

Requirements: 2 – 3 years professional experience in editing, translations, and content production and expertise in best practices for English and Spanish texts. Bachelor's degree preferred.

Salary: Hourly rate of \$25.00

To Apply

- Interested candidates should send a resume to publications@folkartmuseum.org.
- Applications will be reviewed from that date until the position is filled. Interviews will be conducted virtually.

- While this role is expected to be majority remote, there may be occasional work responsibilities at the Museum's location in Manhattan and its Administrative Office, Archives, and Collection in Long Island City, Queens.

COVID-19 Policy: American Folk Art Museum takes the health and safety of our Museum community seriously and as such requires all employees to be fully vaccinated with an FDA approved COVID-19 vaccine (two shots of Pfizer or Moderna or one shot of Johnson & Johnson) including at least one booster if eligible. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Equal Opportunity Employer

The American Folk Art Museum provides equal opportunity to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, mental or physical disability, pregnancy, alienage or citizenship status, marital status or domestic partner status, genetic information, genetic predisposition or carrier status, gender identity, HIV status, military status and any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment.