



Title: Editorial Assistant

Department: External Affairs

Job Type: Full-time (5 days/week, Monday through Friday)

Position Overview

We are looking for a detail-oriented, meticulous individual who loves museums and art, communicates clearly, and is invested in being part of a collaborative team. With a particular emphasis on editorial and publications, this role supports the External Affairs team and various facets of public-facing projects related to AFAM's mission and Strategic Plan. Interested candidates should possess a minimum of **two to four years of publications experience**, impeccable writing, editing, and administrative skills, and a deep understanding of issues of diversity, inclusion, equity, and accessibility. The ideal candidate will manage a varied set of responsibilities efficiently and effectively and is comfortable asking for help when needed. This role works with internal stakeholders and external partners to support projects that create compelling and relevant content for guests, students, members, scholars, supporters, and other key audiences. In-depth knowledge of the Chicago Manual of Style (CMOS) is preferred.

Key responsibilities:

- Assist the Director of Publications and Editorial in various projects, including copy editing, proofreading, the planning of online and printed manuscripts, production plans, editorial production, contact lists, and other tasks
- Liaise with colleagues and partners to prepare materials and plans for editorial, publications, design, and communications projects
- Coordinate and traffic contracts, agreements, invoices, files, and communications with partners and colleagues
- Collaborate with internal teams to ensure that project milestones and editorial guidelines are met and aligned with AFAM's brand and style
- Continue training in the editorial development of manuscripts, donor brochures, online content, and other long and short-form materials and publications

Essentials:

- Strong writing, copyediting, editing, and proofreading skills.
- A minimum of two to four years of editorial or publication experience.
- Project management experience in an editorial setting.
- Exceptional attention to detail, the ability to prioritize, and strong follow-up skills.

- Excellent organizational skills and an ability to multitask, prioritize, anticipate issues, and meet deadlines.
- Strong communication skills, both verbal & written, used on timely follow-up.
- A team player who treats others with respect and has the ability to build internal & external relationships with departments, authors, and stakeholders.
- Ability to take initiative and problem-solve creatively, while being communicative when challenged.
- Proficiency with Microsoft Word, Excel, Adobe Acrobat, Outlook, and Monday.com
- An avid reader who keeps up with trends and is interested in current events.
- Can comfortably adapt to changes in a fast-paced editorial environment.
- Bi-lingual or multi-lingual candidates are preferred. Professional-level fluency in written and spoken English and Spanish, with experience editing for voice, tone, clarity, and grammar in both languages.
- A minimum of two to four years of editorial or publications experience with art museums and galleries and/or art publishing is required.
- Ideal candidates will have experience in developing inclusive content/editing for inclusivity.

Salary

- 51 to 54K

To Apply:

- Interested candidates should send a resume to publications@folkartmuseum.org.
- Applications will be reviewed from that date until the position is filled. First-round interviews will be conducted virtually. The American Folk Art Museum is located at 2 Lincoln Square on the Upper West Side of Manhattan. The administrative office for the Museum is in Long Island City, Queens.

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.