

Assistant Editor

May 10, 2019

Start date: July 1, 2019

Hours per week: 32 (approximately)

Triple Canopy, a nonprofit magazine located in New York City, seeks an Assistant Editor. The Assistant Editor will work with Triple Canopy's staff to research, commission, edit, and facilitate the production of projects in a variety of media and platforms—from essays and artworks published online to performances and conversations presented at the magazine's office and venue in Manhattan. While this position will involve substantial editorial work, the Assistant Editor will also be responsible for assisting the Editor (as well as other senior editorial staff) with communications and administrative tasks that are essential to the production of the magazine. We expect the Assistant Editor to work approximately thirty-two hours per week at Triple Canopy's office.

We're looking for someone who derives pleasure and sustenance from art and literature; is an avid, thoughtful reader of essays, fiction, and genres that aren't so easy to classify; has a meaningful amount of experience as an editor and, ideally, writer; and possesses substantial ideas about the kind of work that Triple Canopy is and should be publishing. (Since the magazine typically publishes essays and fiction alongside artworks, performances, and conversations, we hope for the Assistant Editor to have formidable enthusiasms but catholic interests, and to relish the opportunity to forge relationships between seemingly disparate forms.)

Importantly, we're searching for someone who will value and eagerly engage in the labor of shepherding magazine projects—from reviewing scholarship to acquiring image rights to taking notes at meetings to identifying prospective audiences for an essay or issue. In all such work, we expect the Assistant Editor to be attentive, meticulous, sensitive, communicative, reasonably self-sufficient, and suspiciously organized. The Assistant Editor must be adept at addressing challenges that arise in editorial relationships—which, at Triple Canopy, tend to be extensive and intensive—with empathy, humor, and care.

Finally, we ask that candidates demonstrate an active engagement with the ethical concerns that govern our work, and encompass what and whom we choose to publish; how we treat and support colleagues and contributors; and how we utilize the magazine as a platform.

To apply, please submit a cover letter, résumé, and two examples of works of at least one thousand and five hundred words that you have edited (in addition to two writing samples if you also are a writer) to [jobs@canopycanopycanopy.com](mailto:jobs@canopycanopycanopy.com). Payment is commensurate with experience. Subsidized healthcare options are available. Triple Canopy is an equal opportunity employer. Applicants receive consideration without regard to race, age, ethnicity, religion, gender, national origin, disability or any other basis prohibited by law. No calls, please.