

Deputy Editor
August 25, 2021

Ideal start date: November 1, 2021
Commitment: Four days per week
Compensation: \$50,000 per year with benefits

Triple Canopy, a nonprofit magazine located in Manhattan, seeks a Deputy Editor. Triple Canopy publishes and presents work by artists, writers, and researchers, primarily through the magazine's digital platform but also in books, conversations, performances, videos, and podcasts, among other media and experiences.

We're looking for someone who finds pleasure and sustenance in art and literature and shares our belief in magazines as testing grounds for new ideas and forms of expression. The magazine is committed to the role of artists and writers in shaping our understanding of the world and enabling us to glimpse alternatives to the present. We strive to bring together disparate voices, styles, and experiences, with an emphasis on those that have too often been marginalized, and we hope that the Deputy Editor will be excited to join us in this work. We especially encourage applications from candidates who come from backgrounds that are historically underrepresented in the field of publishing.

In the coming year, Triple Canopy will launch a new publishing platform that reflects changes to our editorial program and efforts to engage with readers. To help guide the magazine during this pivotal juncture, we're looking for a talented editor who is meticulous, communicative, highly organized, and invested in collaboration (and the management entailed in such work). In addition to editing contributions to the magazine, the Deputy Editor will provide critical oversight by managing the editorial team during the day-to-day development of all publications. The Deputy Editor will contribute to the conception and realization of issues and other initiatives; steward communications among relevant staff; maintain standards and accountability; establish collective priorities; and organize editorial meetings.

We're looking for someone who is adept at proactively shaping—and addressing the challenges that arise in—editorial relationships with empathy, generosity, and care. The Deputy Editor will work closely with the Editor; supervise Senior Editors, Contributing Editors, and contractors working on editorial projects; and report to the Director. Additionally, the Deputy Editor will liaise with production and design staff on the execution of editorial projects, and with others on the maintenance of the publication schedule and budget.

Qualifications:

- Three to six years of experience as an editor
- At least two years of experience managing a team
- Proficiency with project-management platforms
- Familiarity with the process of planning and maintaining budgets
- Excellent organizational skills and attention to detail
- Exceptional written and oral communication skills
- Substantial knowledge of contemporary culture, especially literature and art

AVAILABLE POSITION

This position is based at Triple Canopy's office in Manhattan. Our staff is currently working remotely, but we anticipate moving to a hybrid model in the near future to accommodate remote and in-person work. The Deputy Editor is expected to work four days per week, including occasional events and meetings in the evening. (Full-time editorial staff at Triple Canopy typically work four days per week in order to allow time to pursue writing and other practices beyond the magazine.) The salary for this position is \$50,000 per year and includes benefits and four weeks of vacation.

Interested candidates should submit a cover letter, resumé, and two examples of substantial works that you have edited to jobs@canopycanopycanopy.com. (If you have published work as a writer, please also submit one sample.) The anticipated start date is November 1, 2021.

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. For more information on the mission and staff of Triple Canopy, visit: canopycanopycanopy.com. No calls, please.