

Publishing and Technology Fellow
September 21, 2021

Term of position: October 2021–May 31, 2022
Commitment: 20 hours per week
Compensation: \$22 per hour

Triple Canopy, a nonprofit magazine located in Manhattan, seeks a Publishing and Technology Fellow. 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. (Read more about our history and work [here](#).)

This fellowship will provide hands-on training and professional development for someone who is invested in the intersection of web development, design, and creative publishing. The fellow will work closely with Triple Canopy's team of editors, designers, media producers, and developers on the implementation of digital projects for publication; preservation of such projects for the magazine's archive; and research relating to editorial work and the ongoing redesign of the website. The position is ideal for someone who has recently graduated from college and undertaken relevant work, or otherwise obtained comparable skills and experience. We especially encourage applications from candidates who come from backgrounds that are historically underrepresented in the fields of publishing, design, and technology.

The Publishing and Technology Fellow will:

- Work closely with the editors as well as production and communications staff to prepare digital projects, mailers, and assets for publication.
- Format, upload, and lay out text and media based on the visual design and direction provided by the staff, using Triple Canopy's CMS and content presentation framework as well as third-party platforms (including SoundCloud, Vimeo, and YouTube).
- Provide limited but regular support to the editorial and production staff via assistance with administrative tasks (i.e. processing contributor agreements).
- Participate in the organization, preparation, and maintenance of production assets for publication in Dropbox and for Triple Canopy's archive, which is preserved in partnership with NYU's Fales Library and Special Collections.
- Gain valuable skills and insights by working with a committed group of publishing professionals with extensive and varied experiences as editors, designers, developers, project managers, and media producers.
- Engage with a diverse array of outside professionals who are affiliated (or have worked) with Triple Canopy in the fields of publishing, design, and technology through regularly scheduled one-on-one meetings.

The ideal candidate is:

- Based in New York City and has a strong interest in working in a collaborative studio, digital publishing, or arts environment.
- Knowledgeable in HTML, CSS, and image-editing software such as Sketch and Adobe Creative Suite.

AVAILABLE POSITION

- Familiar with Markdown, SASS, and Javascript, as well as conventional CMS publishing platforms, project management tools for software development (GitHub), and Chrome development tools or similar software.
- Highly organized, thorough, detailed, resourceful, and communicative; adept at assessing when to seek assistance (and doing so); responsive to oversight; and attentive to deadlines.
- Broadly interested in the relationship between technology, design, and culture.

This fellowship is based out of Triple Canopy's workspace in Manhattan and requires a commitment of twenty hours per week from October 2021 through May 2022. (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.) Compensation is \$22 per hour.

Interested candidates should submit a cover letter, résumé, portfolio, and GitHub profile (not required) to jobs@canopycanopycanopy.com.

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.