

Job Description: Assistant Managing Editor of CV2 Magazine

Salary: \$16/hour for 10 hours/week. Part time/flexible hours.

The Assistant Managing Editor of CV2 works in collaboration with the Editor, Managing Editor, and other staff on managing the day-to-day tasks of running the magazine, while also contributing to the broader creative and structural goals of the organization through collaborative decision-making practices.

Responsibilities of the Assistant Managing Editor include:

- Production tasks, including arranging ad swaps, soliciting reviews, and communicating with contributors, printers and distributors
- Circulation tasks, including communicating with subscribers to renew subscriptions
- Office tasks including managing incoming and outgoing mail, purchasing office supplies
- Managing email inquiries from contributors, subscribers, and readers
- Composing and sending out quarterly newsletter
- Event-planning
- Providing grant-writing support
- Providing marketing and social media support
- Providing copy editing support
- Providing web management support

Applicant Specifications

Essential:

- Live in Winnipeg, Manitoba
- Be available for regular staff meetings (currently held over Zoom)
- Be available to visit office once a week to check mail and perform other office tasks

- Have excellent organizational, collaborative, communication, and time management skills
- Have excellent writing and editing skills
- Be familiar with Microsoft Office Suite

Assets:

- Experience and/or interest in magazine/publishing/literary industry
- Copyediting experience
- Familiarity with website management

- Experience with grant-writing
- Experience working with non-for-profit arts organizations

Applications due: February 25

Interviews: March 11

Start date: April 1

Please submit your application to editor@contemporaryverse2.ca no later than **February 25, 2022**. Applications must include a detailed CV and a cover letter detailing your interest in this position. If you are interested in this position, but uncertain if you meet all of the qualifications, please feel free to inquire and we will do our best to help you determine if this position will be the right fit for you.

CV2 encourages applications from qualified candidates from members of equity-seeking communities, including, but not limited to, members of the BIPOC community, persons with disabilities, persons across the spectrum of sexual orientation and gender identities, and others with the skills and knowledge to productively engage with diverse communities. We are committed to hiring on merit and to removing barriers in employment policies. Should you require accommodation during the interview process, please let us know and we will work with you to meet your needs.

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Note: This is an entry-level position that offers the opportunity for promotion to the role of Managing Editor once sufficient experience has been attained in the Assistant Managing Editor role. Responsibilities of the Managing Editor include all those of the Assistant Managing Editor, in addition to helping to manage the magazine's income and expenditures. This includes managing payroll, making payments to contributors and contract workers, paying bills and invoices, dealing directly with the organization's bookkeepers and accountants, and managing the organization's bank accounts.

Applicants may be considered for the role of Managing Editor directly if they have sufficient experience; kindly indicate in your application if you would like to be considered for the role of Managing Editor. Managing Editor salary: \$17/hour for 15 hours/week.