



JOB POSTING

Canadian Quilter Magazine Editor

The Canadian Quilters Association/Association canadienne de la courtepointe (CQA/ACC) is a national non-profit organization with a mission to promote and celebrate quilting and Canadian quilters by preserving the traditions of those who have come before us while looking to new and creative ways to enhance quilting for the present and future. The Association publishes *Canadian Quilter* three times a year and is seeking an editor who will also be responsible for managing related content on canadianquilter.com.

SCOPE

The Editor shall perform all duties required to organize and execute the production of *Canadian Quilter* magazine and corresponding website content including, but not limited to:

- Collaborate with CQA/ACC's President and Executive Director to create and implement plans for content of the print magazine and related website content and blog posts.
- Seek and obtain magazine content; i.e., articles, patterns, product reviews, regular columns, CQA/ACC Notice Board and President's message.
- Oversee production and distribution of the magazine including developing timelines, editing and proofing content, working with the design team and printer.
- Maintain relationships with current advertisers and identify and solicit new advertising partners.
- Oversee all aspects related to magazine and web advertising including, but not limited to, developing annual ad rates for Board approval, create advertising agreements, securing partner artwork, tracking ad sales and managing digital advertising.
- Create compelling blog posts related to CQA/ACC activities and events for canadianquilter.com and coordinate posts with the Communications Director/social media volunteer, as required.
- Provide blog and magazine content updates to the Website Assistant.

- Provide monthly verbal and quarterly written reports to the CQA/ACC Executive Director.

SKILLS and EXPERIENCE

- Experience with producing publications or in the publication industry
- Demonstrated writing and editorial skills
- Experience in a web environment, in particular with WordPress
- Experience with a photo editing software, such as Photoshop
- Proficient in Microsoft Office (Word, Excel)
- Demonstrated oral and written communication skills
- Excellent interpersonal skills, including experience working with advertisers
- Ability to conduct thorough research and an attention to detail
- Leadership skills and ability to work as part of a team
- Knowledge and passion for the quilting and sewing industry an asset

To perform this role successfully, an individual:

- Must be self-motivated, engaging, innovative, and positive
- Must be well organized, logical, efficient, and be able to multi-task.
- Must be have effective time management skills and be able to work within established timelines.
- Must be able to work independently, as well as collaborate with the CQA/ACC's Executive Director and Board members.

TERMS:

- One-year contract with annual review and renewal with the agreement from both the Contractor and CQA/ACC.
- Work from home, with availability to attend the annual in-person CQA/ACC conference
- Compensation is negotiable.

Deadline for submissions: March 22, 2021