



Copy Editor (Part Time)

Oxford commas got you up at night? Is a dangling modifier your biggest pet peeve? We're looking for copy editors with an eagle eye for grammar and an interest in contemporary to join our team. The bulk of this work will be centered around production of the upcoming print publications (upcoming in spring 2022 and fall 2022). Occasional proof-reading of grant materials, online articles, and newsletters may be requested on an as needed basis.

Breakdown of Responsibilities:

Proof Read Stories for Print

During the print editorial cycle (scheduled February through April 2022 and August through September 2022), work with the editorial team to provide copy edits on reviews, interviews, critical perspectives, and artist projects. Copy editors will be the last editors to proof a story before it goes to design and will proof galleys before print.

- Work with editors to ensure articles are well written and logically structured, i.e., ensure clarity, accuracy, and flow in the story content or argument.
- Help maintain house style and suggest updates to the style guide as needed. We typically follow Chicago style.
- Conduct fact checking as needed.
- Ensure the names of people, places, artworks, and organizations have been spelled correctly.
- Check that artwork, photography, and illustrations are correct and follow house style.

Proof Digital Materials

- Similar functions to above, but often on a quicker deadline.
- Can include proofing online articles, newsletters, marketing materials, or other miscellaneous tasks as they arise.

Expectations Within The Team

Time:

- The bulk of this work will be tied to the release of upcoming issues which means that there can be 4-6 weeks where a larger number of hours are required and several months where very few hours are required.

Meetings:

- During production periods, the BAR team meets weekly. While editors are invited to attend every meeting, copy editors will only need to be pulled in for status update meetings or deliberation around articles.
- The BAR team meets remotely via Zoom. We typically meet in the evenings or on weekends. Meetings are scheduled only with team input and always with flexibility.

Writing:

- All editors are invited to contribute to the print issues. If it feels feasible, copy editors are welcome to pitch their stories.

Requirements:

- A keen attention to detail. No stone is left unturned attitude.
- The ability to work quickly and accurately under a deadline.
- Excellent written and communication skills with the ability to explain concepts to writers and members of the team.
- A strong sense of leadership and independence (you set your own hours) and commitment to the team.
- An understanding of the most up-to-date practices around potentially sensitive or difficult content.
- Comfortable raising questions or concerns while also proposing solutions.

Who You Are:

- A writer and/or editor with at least 2 years of experience working in a copy editor position. (Does not necessarily have to be outside of a university setting i.e. school newspapers count!)
- You are interested in or involved with contemporary art.
- You are digitally savvy and plugged into current cultural topics.
- You are interested in being more involved with the Boston art scene or are interested in gaining experience working with a print publication.

Decisions will be made without regard to race, gender identity, religion, age, ability, or any other status protected by the laws or regulations in the United States. However, BIPOC+, ALAANA+, and LGBTQIA+ individuals are especially encouraged to apply.

The *BAR* team works remotely on this project in addition to our day jobs. We will work with you to create a schedule and expectations that are feasible on a part-time basis. Compensation, software, and materials are available and negotiable.

Applications will be reviewed through January 25. Please submit a brief introduction and resume to submit@bostonartreview.com