

The Menil Collection Employment Opportunity

Title: *Associate Editor*

Department: Publications

Reports to: Director of Publishing

Status: Full-time, exempt from overtime

General Responsibilities

Work with the Director of Publishing to produce scholarly books, exhibition catalogues, artist monographs, and titles on the permanent collection and archives, and take primary responsibility for gallery guides for the exhibitions and the collection.

Essential Duties

1. Work closely with the Director of Publishing on producing printed exhibition and collections catalogues and related print and digital publications.
2. Oversee the production of gallery guides and other Curatorial Department exhibition-related ephemera, including editing, fact-checking, proofreading, scheduling, and budget management.
3. Liaise with the Museum's trade publishing partner, compile title information, draft title information sheets, and track all deadlines the trade publishing partner set.
4. Assist the Director of Publishing with producing printed and web-based publications on exhibitions, collections, and archives. This task may include editing, proofreading, image acquisition and management, fact-checking, schedule and budget management, and coordinating with multiple departments and independent contractors.
5. Proofread and edit texts and labels to maintain the Menil's quality standards and adherence to Menil style guidelines. Perform research and fact-checking on texts.
6. Create and monitor production schedules and select project budgets.
7. Manage images for publications and work with the Imaging Services Specialist to acquire and track permissions and meet contractual obligations.
8. Manage the shipping, inventory, and distribution of Menil publications. Liaise with printers, shippers, and customs brokers as required.
9. Manage on- and off-site storage and track inventory through associated databases.
10. Provide general administrative support by updating and tracking budgets, processing invoices, sending packages, and ordering supplies.
11. Field editorial and image questions from colleagues in other departments.
12. Other duties as assigned.

Qualifications

1. Bachelor's degree in English, journalism, art history, or related field; MA preferred.
2. At least three years of relevant publishing experience, preferably in either a museum or university press environment
3. Excellent writing, editorial, proofreading, and organization skills.

4. Strong communication and interpersonal skills with the ability to work well under deadlines.
5. Efficient, collegial, and self-motivated, with the ability to work under moderate supervision.
6. Ability to establish and meet production schedules and deadlines.
7. Familiarity with the *Chicago Manual of Style* (17th ed.) and the *AP Stylebook*.
8. A strong interest in and knowledge of art and art history.
9. Tact, diplomacy, and the ability to collaborate successfully with a wide range of project participants in a positive, collaborative, team-based environment.
10. The ability to lift/move book boxes weighing up to 25 lbs.
11. Skilled with computer applications, particularly Microsoft Office Suite. Experience with The Museum System (TMS) or other collection management systems is a plus; aptitude for learning new applications is helpful.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.