

# ornamentum

**Decorative arts and design in Canada |  
Les arts décoratifs et design au Canada**

## **MANAGING EDITOR (CONTRACT)**

The Canadian Society of Decorative Arts (CSDA/CCAD) was founded in 1981 as a non-profit charitable organization to provide a forum for those interested in the study, appreciation and promotion of the decorative arts in Canada through programming and publications. First published in 2006, *Ornamentum™* magazine is CSDA's flagship publication.

For more information about CSDA, please visit: [www.csda-ccad.org](http://www.csda-ccad.org)

## **ABOUT**

*Ornamentum™*, published twice yearly with articles in both French and English, is the only magazine that explores design and decorative arts in Canada. The magazine encompasses a large spectrum of material culture, from furniture, ceramics, glass, graphic design, metal work and jewellery, fashion and textiles to aspects of architecture, industrial, interior and landscape design. Under this expansive umbrella, *Ornamentum™* provides a forum to discuss the history, tradition and innovation of Canadian design and decorative arts. *Ornamentum™* is a trademark of the CSDA. For more information about *Ornamentum™*, please visit: [www.ornamentum.ca](http://www.ornamentum.ca)

## **MANAGING EDITOR'S RESPONSIBILITIES**

Support and collaborate with the *Ornamentum™* Editor and Editorial Advisory Committee by:

- Contributing ideas for the magazine's direction, themes, articles, and writers
- Under the Editor, distributing contracts and commissioning articles
- Editing and liaising with authors regarding editorial changes
- Conducting image research, securing permission to reproduce images, ensuring image print quality, and checking image credit information
- Under the Advertising Representative, managing the flow of advertising materials
- Liaising with the Editor and Designer throughout the production process: finalizing files for the Designer, proofreading, obtaining approvals from authors and image rights holders, and ensuring that the Editor provides the sign-off to the designer for releasing final files to the printer
- Acquiring the new bar code from Magazines Canada for the magazine's cover
- Tracking all contracts and invoices submitted for writers/images (in conjunction with Editor) and ensuring that author and image rights lenders are paid and receive their complimentary magazine copies
- With the Editor, selecting the content for the *Ornamentum™* website and updating and maintaining the *Ornamentum* website
- Compiling all working files in *Ornamentum™* Shared Drive

Grant-related:

- Compile information provided by Editor (narrative, circulation data) and Treasurer (signed Financial Statements) for Ontario Arts Council grant and Canada Council grant; prepare all materials into packages required by the Councils and submit by grant deadline.

#### **MAGAZINE ADMINISTRATION RESPONSIBILITIES**

- Manage subscriptions through Wild Apricot software and Paypal
- Collaborate with CSDA Communications Committee regarding CSDA Newsletter
- Working with CSDA social media on Ornaumentum™ presence
- Draft and implement subscription renewal campaign
- Communicate with printer; arrange delivery
- Oversee delivery/subscription fulfillment
- Review and organize writer contracts
- Grant writing, as needed
- Collaboration with Marketing Committee to fulfill marketing/promotional objectives
- Collaboration with CSDA Executive and Treasurer to fulfill publishing objectives
- Lead contact/ultimate responsibility for fulfilling terms associated with Magazines Canada agreement
- Representation of the publication, as required
- Ensure the magazine contributes to the CSDA's overall goals and objectives.

#### **Salary:**

Managing Editor: \$1,000 per issue to be paid no later than 30 days after the printing of each publication.

Magazine Administration: \$16/hour to provide administrative duties to a maximum of 5 hours per month plus related expenses to be paid with proper receipts. Details of work time sheet required monthly with invoice.

#### **Availability:**

Post is available Immediately.

Send résumé cover letter and contact details by May 22, 2020 to: [editorial@ornamentum.ca](mailto:editorial@ornamentum.ca).