

# ornamentum

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

## ONLINE EDITOR (PART-TIME CONTRACT)

The Canadian Society of Decorative Arts (CSDA/CCAD) is a non-profit, charitable organization founded in 1981 for the study, appreciation, and promotion of design and decorative arts in Canada through programming and publications. For more information, please visit: [www.csda-ccad.org](http://www.csda-ccad.org).

## ABOUT

*Ornamentum*<sup>™</sup> magazine is a publication of the CSDA/CCAD since 2006. It is the only magazine dedicated to design and decorative arts in Canada. Published twice yearly with articles in both French and English, *Ornamentum* includes furniture, ceramics, glass, graphic design, metalwork and jewellery, fashion and textiles, and as well as architecture, industrial, interior, and landscape design. *Ornamentum* provides a forum to discuss the history, traditions, and innovations of Canadian material culture. For more information, please visit: [www.ornamentum.ca](http://www.ornamentum.ca).

## ONLINE EDITOR'S RESPONSIBILITIES

- Updates and maintains *Ornamentum* website
- As the lead contact for *Ornamentum* online, ensures the magazine's website contributes to the CSDA/CCAD's overall goals and objectives
- Contributes ideas for the magazine's and website's direction, themes, articles, and writers
- Under the Editor, commissions articles for online content
- Assists in editing *Ornamentum* magazine and web content
- Conducts image research, secures permission to reproduce images, and ensures image quality and credit information for online content
- Under the Advertising Representative, manages the flow of advertisements
- Maintains files on the *Ornamentum* Shared Drive

## OTHER RELATED RESPONSIBILITIES

- Collaborates with CSDA/CCAD Communications Committee regarding online content and social media presence
- Collaborates with Committee to fulfill marketing/promotional objectives
- Grant writing, as needed
- Other media tasks, as needed

## SKILLS & QUALIFICATIONS

- Knowledge of Canadian design and craft
- Professional writing and editing experience
- Working knowledge of Wix and Wild Apricot platforms
- Fluency in French desirable

## LOCATION

- Work from home

## SALARY

\$18/hour, with a maximum of 10 hours per month plus related expenses to be paid by the monthly submission of a completed time sheet, invoice, and proper receipts. The salary reviewed in the 2<sup>nd</sup> year.

## AVAILABILITY

Post is available Immediately.

Send résumé, cover letter, and contact details by January 15, 2021 to: [editorial@ornamentum.ca](mailto:editorial@ornamentum.ca).