

Employment Posting

Literary Editor (Permanent Part-Time)

The Capilano Review

Suite 210, 111 West Hastings Street, Vancouver

The Capilano Review (TCR) seeks a Literary Editor beginning March 15, 2025. The position is responsible for all literary content and programming at the magazine, in addition to organizational duties performed in collaboration with the Managing Editor and Art Editor. The ideal candidate will possess a strong background in writing, editing, and publishing; deep relationships within the Canadian literary community; and a demonstrated ability to work creatively and equitably in a collaborative environment.

Note: This is a Vancouver-based position, with flexibility to work some hours from home.

Annual Salary:

\$34,090 for part-time status (20 hours/week), with a monthly benefits allowance of \$65 and an annual cost of living increase of 4.35% subject to Board approval.

Background:

For over fifty years, *TCR* has supported and been sustained by a vibrant community of readers, writers, and artists interested in experimentation in writing and art. Our publication offers a welcoming and thoughtful space for the work of established and emerging writers and artists from a diverse range of cultural backgrounds.

TCR is strongly committed to equity and diversity. We encourage applications from equity-seeking communities and from candidates with the skills and understanding to work collaboratively within and across these communities. We invite candidates who are BIPOC, LGBTQIA2S+, and/or people with disabilities to self-identify.

We acknowledge that we carry out our work on the unceded, ancestral, and traditional territories of the xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Sel̓wítlh (Tsleil-Waututh) peoples.

Job Description:

- Plan and produce two issues of *The Capilano Review* per year, in collaboration with a small editorial team;
- Solicit and edit all writing and literary content for the magazine's print and online platforms;
- Oversee issue production, layouts, budgets, and timelines;
- Develop literary features for the website and newsletter;
- Copyedit all materials intended for publication;

- Initiate and oversee two annual writing contests, one annual Writer-in-Residence program, and other readings, workshops, and public programs;
- Lead in the development and curation of two annual fundraising events (one in-person and one virtual);
- Participate in regular editorial and organizational meetings with members of the Staff, Board, and Editorial Board;
- Write and report on grants;
- Ensure financial sustainability for the magazine by actively seeking out community partnerships, grant opportunities, and institutional collaborations;
- Collaborate on the development of operational plans and editorial policies;
- Supervise and mentor interns on editorial tasks

Qualifications:

- Familiarity with *The Capilano Review* and our community of writers and artists, with particular knowledge of and interest in BC's arts and cultural communities;
- Graduate-level studies or equivalent experience in literature, creative writing, or a related discipline;
- Editorial experience, including a demonstrated knowledge of substantive editing, line editing, copyediting, and editorial ethics and best practices (familiarity with style manuals including *The Elements of Indigneous Style* and *The Chicago Manual of Style* would be considered an asset);
- Excellent verbal and written communication skills;
- Ability to work sensitively and collaboratively with writers from diverse backgrounds;
- Track record of successful grant-writing and reporting;
- Experience with project budgets and basic financial planning;
- Proficiency in Microsoft Office and Wordpress;
- Strong attention to detail and the ability to multitask;
- Ability to work independently as well as with a team

How to apply:

Please submit a detailed CV and cover letter to employment@thecapilanoreview.com by midnight (PST) on Sunday, February 23, 2025.