

Torch Literary Arts



Job Posting: Associate Editor

Status: 6 months (renewable)

Part-time: 10 hours per week

Salary: Stipend, \$1,000 monthly

Reports to: Executive Director

Torch Literary Arts is a 501(c)3 nonprofit organization established to support Black women writers. We publish contemporary writing by emerging and experienced writers alike. Torch has featured work by Toi Derricotte, Tayari Jones, Sharon Bridgforth, Crystal Wilkinson, Patricia Smith, Natasha Trethewey, Elizabeth Alexander, and others. Programs include the Wildfire Reading Series, workshops, retreats, and special events.

Torch Literary Arts seeks an Associate Editor passionate about amplifying Black women writers. The Associate Editor works with the Executive Director for the successful publication of Torch's online features and the growth of the digital magazine.

KEY RESPONSIBILITIES

Editorial Support

- With the Executive Director, manage submissions for Friday Features.
- With the Executive Director, curate Monthly Features.
- Help maintain the archive of all published features.
- Liaise with team members ensuring deadlines are met.
- Conduct and edit interviews.
- Proofread and check features for accuracy.
- Follow current literary events and developments in the field.

Note: This position is hybrid remote and in-person in Austin, TX. Some travel may be required throughout the year.

REQUIRED QUALIFICATIONS

- High School Diploma or GED required.
- Proven work experience as an editor or related position.
- A minimum of two years experience in publishing and/or the literary field.
- Strong writing and proofreading skills.
- Working knowledge of African American literature.
- Facility with Microsoft Office product suite, G Suite, Google Docs editing and review tools, and Submittable.
- Excellent communication skills, both written and verbal.
- Strong interpersonal skills.
- Ability to prioritize, work independently, be flexible, and handle multiple projects at one time.
- Exceptional organizational skills, attention to detail, and deadlines.
- Mature judgment and diplomacy; respect for and understanding of confidentiality.

- Availability to work weekends and evenings as needed.

PREFERRED

- Bachelor's degree or equivalent experience.

TO APPLY

Send a cover letter, resume, and work sample to:

Amanda Johnston

Executive Director

Email subject line: "Torch Associate Editor"

Email to: ajohnston@torchliteraryarts.org

Deadline to Apply: Sept. 18, 2023

Torch Literary Arts is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Torch Literary Arts is committed to building a culturally diverse community, and strongly encourages applications from female-identified candidates and candidates of color.