



JOB DESCRIPTION

JOB TITLE: Editorial Director

GRADE/STATUS: Exempt

REPORTS TO: President and Executive Director

DEADLINE FOR APPLICATIONS: January 25, 2022

Creative Capital, a nonprofit organization based in New York City, seeks an Editorial Director who will lead the conceptualization and strategy for inspirational storytelling, content strategy, and evolving a compelling voice that expands our global community. This role will oversee creative storytelling online and in print, elevate our brand voice to inspire participation and giving, and work closely with the President & Executive Director and departmental directors to manage all aspects of our editorial and content strategy. This role will also be the keeper of the voice, brand, visual style and editorial standards.

The Editorial Director will work directly with Creative Capital Awardees past, present, and future, including: Cory Arcangel, Lorraine O'Grady, Jeffrey Gibson, Titus Kaphar, Sandy Rodriguez, Ja'Tovia Gary, Taylor Mac, Legacy Russell, Mel Chin, in addition to hundreds of other renowned, groundbreaking artists. The role will be essential to buttressing our fundraising efforts to ensure that there is exciting, interesting, and engaging content that reflects our values amongst our artist-led community, to our partners, to our donors, and to the public. The role will be highly collaborative, creative, agile, and cross-functional with the Artist Initiatives team, Development team, Operations team, and Administrative team.

Key Responsibilities:

- Articulate distinctive qualities of Creative Capital, a 501(c)3 nonprofit grant-making organization, through storytelling in long-form, short-form, and in various media (including website, email, print, social media)
- Conceptualize editorial strategy and develop strong, compelling brand narratives that educate and inspire giving and create meaningful engagement with our community and the public
- Ideate innovative creative direction when it comes to copy, voice, graphically/visually compelling imagery and storytelling
- Develop clear editorial strategic plan, calendar, and content schedule that supports and advances our fundraising and community-building initiatives
- Grow our audience for our grantmaking, educational workshops and public programs, and arts partnerships regionally, nationally, and internationally
- Promote our awardees, our programs and events (such as our Artist Retreat), our partnerships, and our achievements to artists, to donors, and to a global audience
- Manage a team of full-time and/or part-time staff and contractors
- Manage editorial budget efficiently and effectively
- Work effectively and strategically with external press, writers, vendors, partners, sponsors, designers to execute editorial strategy and create related visually compelling design elements and platforms including the organization's website
- Lead with agility, innovation, collaboration, and ability to mentor junior colleagues
- Speak at conferences, on panels, and public-facing events where appropriate



- Be a proactive ambassador for communicating our artists, programs, and partnerships
- Other duties related to Creative Capital events and programmatic activities as assigned

Qualifications:

- 5+ years of editorial, communications, PR, and brand management experience
- Experience in creative strategy, content strategy, and creative ideation
- Experience managing quality, copy, and content direction for a wide range of channels including email, print, web, social media, paid media, video
- Performing arts, visual arts, film, and/or literature experience and knowledge preferred
- Extensive knowledge of digital platforms and tools
- The ability to excel in a fast-paced environment with deadlines and accountability
- Strong visual acuity, exceptional graphic and design sensibility
- Collaborative, positive, problem-solving, creative manager who can grow, mentor, and inspire direct reports
- Work efficiently and effectively with artists, arts experts, and broader community partners
- Strong work ethic, highly efficient and pragmatic, excellent attention to detail
- Exceptional writer, editor, and communicator in English
- Additional languages a plus
- Proven track record of uploading DEIA values

The position is full-time (40 hours/week with occasional travel and special events). Ideally, candidates are based in or near Creative Capital's offices in New York City. Includes generous paid time off and benefits. Salary commensurate with experience.

TO APPLY: Please submit your cover letter and resume as one PDF to jobs@creative-capital.org with the subject line "Editorial Director - [SURNAME]." No phone calls, please. Application deadline: January 25, 2022.

ABOUT CREATIVE CAPITAL

Since 1999, Creative Capital has provided more than \$50 million in funding to artists to support the creation of groundbreaking new projects. Creative Capital also supports innovative, ambitious artists of all disciplines and across the country through counsel, gatherings, and career development services. Our mission is to amplify artists' voices and catalyze connections, helping artists to realize their visions and build sustainable practices, and nurturing the growth of artistic communities nationwide.

Founded in response to the National Endowment for the Arts' termination of the majority of its grant programs for individual artists, Creative Capital is animated by a fierce commitment to freedom of expression. We particularly value forward-thinking and boundary-blurring work, and seek out projects that could not be realized without the additional support we provide.

Creative Capital is an equal opportunity employer and is committed to diverse cultural and social perspectives. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetics, or any other protected characteristic as established by law.



The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.