



En Foco is a non-profit organization supporting contemporary fine art and documentary photographers of underrepresented cultures and backgrounds. En Foco makes the artist's work visible to the art world and uses photography as a vehicle to raise awareness of and address the social and economic issues that disproportionately affect people of color.

Nueva Luz Editorial Consultant

JOB DESCRIPTION

Nueva Luz is an ongoing art publication that addresses social and cultural issues at the fore of photography, with a particular emphasis on narratives from artists of color, it is central to En Foco's mission. The **Nueva Luz Editorial Consultant** is responsible for overseeing the vision and perspective of our Nueva Luz Photographic Journal production; including communications with artists and writers, overseeing editing content, verifying accuracy and meeting publishing deadlines. This position helps us build a network of experts in arts publications and appropriate contacts that expand our artistic reach. The role works closely with the Managing Director and the publication's designer to define a long-term vision for our publication, representing the dynamic voices of the time.

Duties to include:

- Create a yearly plan for publications that includes timelines, list of collaborators including artists, writers etc., themes for issues, etc.
- Prioritize and organize workload to meet strict deadlines and troubleshoot related issues;
- Work with main designer to interface with contributors/artists to solicit copy, images, edits submissions, convey editorial comments to meet publication deadlines;
- Create and manage an in-house editorial committee who will focus on curating publications that integrate diverse perspectives and themes emerging from the community as well as those previously represented in our vast archives;
- Oversee final edit of all elements for style, substance, and organization. Work with designers to finalize consistency in grammar, format, and message. Recommend editorial changes as needed including final proof, and fact-checks;
- Oversees all aspects of production; copy editing, fact-checking, and quality assurance stages;
- Work closely with program Marketing specialist to write/edit copy for: press releases, proposal narratives, marketing/advertising materials;
- Work with En Foco administration to ensure permissions standards for content and image are consistent and documented; may coordinate post-production activities, such as mailing, mail house arrangements, etc.;
- Attend bi-weekly all staff meetings and other relevant check-ins with other managers and coordinators TBA.

QUALIFICATIONS AND REQUIREMENTS

The ideal candidate will have/be:

- 5 years experience with photography and/or arts publications with a strong connection to writers, artists, designers and other publishers in the field.
- Bachelor's Degree preferred, in journalism, creative writing, literature and or graphic design preferred.
- Strong communication and project management skills.
- Expert-level competency with Photoshop, InDesign, and Adobe Acrobat.

- Detail-oriented, organized, and the ability to work under pressure.
- Ability to work with limited supervision in a collaborative environment.
- Production and layout experience, experience.
- Flexibility in time scheduling during deadlines.
- Ability to handle multiple projects simultaneously.
- Knowledge of scholarly and curatorial publications is a plus.

Please email your resume and a cover letter describing your interest in this position. Materials should be e-mailed to jobs@enfoco.org with the subject line “**Nueva Luz Editorial Consultant**” No phone calls please.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by En Foco. En Foco is an equal opportunity employer and does not to discriminate based on race, color, religion, national origin, sex, physical or mental disability, or sexual preference or identification or age.