



Posted August 25, 2012 – Open Until Filled

Managing Editor – Online Magazine in Washington, D.C.

Are you interested in non-profit publication, and online publication? Are you passionate about the written word? Bourgeon wants to meet you.

Founded in 2005, the arts magazine Bourgeon serves the arts community in Washington, D.C. The Bourgeon MANAGING EDITOR will be a part of a growing non profit team working to build the Bourgeon website and programs into a cutting edge communication channel. In the fall of 2012 the magazine will publish a best-of-the-first-five-years print anthology, and the new editor is expected to capitalize on expected coverage and engagement to manage the publication's growth.

The MANAGING EDITOR is responsible for creating, and delivering on, the content calendar, including pitching, assigning, curating, and editing. The MANAGING EDITOR is additionally responsible for managing online publication, and overseeing training of interns to assist in content creation, publication and social media distribution.

The MANAGING EDITOR plays an important role in the business team, and is expected to follow trends in the field nationally, and seek out opportunities to grow and engage as part of a non-profit leadership team that includes a significant network of individual donors, stakeholders, and supporters.

The MANAGING EDITOR is expected to work from home, or by arrangement at the Day Eight office, two to three days a week, ten hours per week total.

The successful candidate is:

- Organized, logistical, detail-oriented.
- Able to manage and juggle several projects at the same time.
- Not afraid to make mistakes, and learn on the job.
- Probably developing a career in writing, editing, journalism, academia, or all four.
- Able to communicate diplomatically with diverse populations.
- Possessing a history of quality publication at some level.
- Bonus points for: familiarity and interest with contemporary literary and cultural trends; familiarity and interest with publication trends; excited about the arts; possessing a rolodex of writers and artists you'd like to get involved; experienced supervising interns; comfortable with Photoshop; experienced with Wordpress; active in social media; editorial experience.

To be considered, send a three paragraph maximum cover letter and CV to admin@dayeight.org. To learn more about the publication and non-profit leadership team visit www.DayEight.org.