

ENVISAGE

The Canadian Art Therapy Association Online Magazine

Envisage Editor - Transition Plan & Role Descriptions

Transition plan:

- New editor will co-edit the next issue (Oct. 2022) with the current editor.
- Current editor will offer demonstrations and mentorship in the editing process for the Oct. 2021 issue.
- The new editor will start working on their own for the Feb 2022 issue.

Responsibilities:

- Coordinate magazine issues that are published 3 times per year (Feb/March, June/July, Oct/Nov)
- Review the submissions from the online submission form or email inquiries
- Initial scan of the submissions to ensure that they fit within the scope of the magazine
- Respond to the submission sender whether the submission will be included
- Send submissions to reviewers for edits
- Correspond with contributors if changes are needed
- Draft promotional/announcement texts for call-for-submission a few times between issues
- Send reminders to regular writers, i.e. President, regular columns
- Work with regular columnists about ideas for articles
- Develop theme for the call if desired
- Develop theme after receiving all the submissions
- Select cover image from artwork submissions that speak to the theme, create magazine cover with copywriting - theme, taglines
- Upload articles / artwork to website - ensure all pages are tagged and set up appropriately
- Proofread articles when plugging texts into the web pages, format text and images accordingly.
- Writer editor's note, reflecting on contributions and theme of the issue
- Draft announcement text for the new issue
- Inform all contributors about the new issue by email

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Supports:

- Current editor will be able to support promotion/announcement and uploading articles/artwork to the website (consultation, answering questions, quick fixes) in her communications role at CATA-ACAT
- Stipend of \$500 per issue

Requirements:

- Commitment to anti-racism, anti-oppression, inclusivity, and expanding accessibility to research/publication, particularly for creative arts therapists whose voices are historically marginalized in our field
- Each issue requires about 30 hours of work
- Familiarity, or level of confidence with web-based technologies, and willingness to learn and become familiar with Google Drive/Google Form, Canva, Squarespace
- Demonstrated experience and skills in editing
- Attention to details is essential, e.g. maintaining consistent use of formatting (i.e. capitalization, formatting of post-nominal letters, etc.), being able to identify grammatical and punctuation errors, being able to correct sentence structure errors while maintaining contributors' styles and meaning, etc.
- Communication skills, openness to collaborations with contributors and reviewers, and courteousness are essential

We encourage those interested to contact Patricia Ki, Editor, at magazine@canadianarttherapy.org before August 1, 2021.