The Solomon R. Guggenheim Foundation is seeking a Managing Editor. As a member of the Publishing and Digital Media Department, The Managing Editor will oversee the editing, translation, and proofreading related to Guggenheim publications, including but not limited to Guggenheim-affiliate museums as assigned, as well as ephemera and digital media. Oversee staff of five, in addition to freelance editors, translators, and authors as needed. Manage workflow; ensure quality and timely execution of deliverables. Maintain and uphold the editorial style guide(s).

Founded in 1937, the Solomon R. Guggenheim Foundation is dedicated to promoting the understanding and appreciation of art, primarily of the modern and contemporary periods, through exhibitions, education programs, research initiatives, and publications. The Guggenheim network that began in the 1970s when the Solomon R. Guggenheim Museum, New York, was joined by the Peggy Guggenheim Collection, Venice, has since expanded to include the Guggenheim Museum Bilbao (opened 1997) and the Guggenheim Abu Dhabi (currently in development). Looking to the future, the Guggenheim Foundation continues to forge international collaborations that take contemporary art, architecture, and design beyond the walls of the museum. More information about the foundation can be found at guggenheim.org.

Supervisory Responsibilities:
- Senior Editor (who oversees Editor, UBS Map)
- Editor
- Associate Editor
- Editorial Assistant
- Digital Media Content Editor

Key Responsibilities:
- Manage the workflow of the editorial department and finalize all work assignments in consultation with department head.
- Responsible for maintaining Guggenheim Editorial Style Guide and for maintaining a consistent editorial style throughout the foundation.
- Create all book schedules in consultation with Project Editor/Project Manager and the Associate Director, Production. Ensure schedules are maintained.
- Responsible for oversight and creation of all author, editor, and translator contracts.
- Assist Project Editor/Project Manager with the management of translators, editors, and freelancers. Assure schedules and budgets are maintained.
- Oversight of all foreign-language editions (affiliate and non-affiliate) Support advance planning and contract outside resources as needed (e.g., translators and freelance editors.)
• Support Associate Director, Production, in the creation and management of project budgets.
• With the support of Editorial Assistant responsible for the management of book project invoices, including but not limited to translators and authors.
• Work with project editor to determine rights permissions for all text reprints.
• Run weekly editorial meetings for department in order to discuss issues, prioritize work, and assess support necessary to meet deadlines.
• Edit misc. Education, Membership, Retail, and other materials as needed. Act as editorial support to project editors as needed.
• Project edit catalogues as necessary dependent on other job demands.

Qualifications and Requirements:
• Bachelor’s degree required, master’s degree a plus. 5+ years editorial experience at a senior level, both long form and short form editing.
• Excellent English-language and writing skills. Ability to copyedit and proofread texts to ensure accuracy and tone. Thorough knowledge of Chicago Manual of Style required.
• Proficiency in InDesign and Microsoft Office.
• Effective multi-tasker with excellent communication skills. Ability to cope with multiple long and short-term deadlines, as well as complex projects from manuscript to published form.
• 5+ years experience in an administrative role with budget responsibility.
• Excellent problem-solver, who can work under pressure in a fluid environment with scrupulous attention to detail in all aspects of work required.
• Knowledge of art history recommended. Experience working in fine arts environment a plus.
• Computer skills: Microsoft Excel, Microsoft Word, Adobe family programs, specifically InDesign, Quark Xpress in a Macintosh environment.
• Foreign language skills a plus.

The Guggenheim offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to employment@guggenheim.org. Indicate the job title “Managing Editor” in the subject line.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.