



## REQUEST FOR PROPOSALS

The BC Museums Association is seeking BC-based contractors to fill two positions for *BC Museums Association Roundup*, its quarterly publication.

### Roundup Editor

Working with a province-wide editorial committee to identify themes for each issue, the Editor plays a key role in producing and writing for *Roundup*. In this role, the Editor produces four issues per year, and:

- organizes editorial committee meetings, including setting up conference calls, distributing agendas and taking minutes
- takes direction from the editorial committee while providing professional expertise and advice to ensure a high-quality publication
- prepares and distributes calls for submission
- solicits contributions related to the quarterly theme from members and sector professionals, with assistance from the editorial committee
- liaises with contributors to secure content related to the theme, including helping to shape articles and ensure word count, photos, and other submission requirements are met
- stays up-to-date on industry news and is able to populate news sections independently
- prepares contributor content for layout, including editing for style, tone of voice, grammar, and consistency, checking that photo credits and permissions are secure, and adding captions, titles and sub-headings as needed
- works closely with and provides direction to the graphic design contractor, including determining table of contents, suggesting appropriate images to accompany text, and oversees publication from start to finish
- liaises with BC Museums Association staff and editorial committee to review proofs and deliver final version
- solicits advertisers, with annual targets, and liaises with them regarding all aspects of placing advertisements.
- liaises with BC Museums Association office to invoice and collect payments for ads
- researches and writes content, conducts interviews and maintains regular columns and features

### Requirements:

- Knowledge of museum and gallery best practices and emerging issues
- Network of contacts in museums community, encompassing primarily museums and galleries throughout BC. Network of heritage sites, archives and libraries an asset
- Ability to be self-directed and work independently, while adhering to the goals of the BC Museums Association and representing the Association in a professional manner
- Excellent command of the English language and good attention to details
- Ability to communicate and collaborate with a broad range of stakeholders

- Ability to meet deadlines and strong project management skills
- Previous involvement with the BCMA in a volunteer, member or employee capacity, is an asset

### **Roundup Designer**

The Graphic Designer liaises with the Editor in the layout of the publication, taking it from idea to a completed product, four times per year. *Roundup* is currently published online with Issuu, as well as a small print run. The publication underwent a refresh in 2016 and should adhere to the general layout and established branding.

### **Requirements:**

- Access to Adobe Creative Cloud software
- Knowledge of and appreciation for the unique culture of museums and galleries
- A strong sense of brand
- Ability to provide creative solutions to such issues as space constraints and make pragmatic recommendations for such things as printing needs
- Meticulous attention to detail
- Ability to work collaboratively with the Editor
- Ability to meet deadlines. Note that this publication goes through several copy revisions prior to publication therefore the appointed Graphic Designer should be prepared to execute on multiple versions prior to producing the final.
- Liaise with printer to ensure files meet specifications and oversee quality control
- Understanding of online publishing best practices
- Previous involvement with the BCMA in a volunteer, member or employee capacity, is an asset

### **PROPOSAL REQUIREMENTS AND DEADLINE**

***NOTE: The BCMA is looking for both an Editor and a Designer. We welcome proposals from individuals as well as Editor/Designer teams.***

Proposals should include an overview of your background and experience specific to the role, how you would see the execution of 4 issues taking place over the course of 12 months, how you would work with the various stakeholders in the execution of the product, and an estimation of contractor costs. The total compensation is approximately \$2,500 per issue (includes both editor and designer) up to a maximum of \$12,000 per year. Links to previous work encouraged. Maximum 4 pages.

If you are interested in one or both of the above roles, please send your proposal by email no later than

**Friday, April 21, 2018 to:**

Erica Mattson, BCMA Executive Director  
[executivedirector@museumsassn.bc.ca](mailto:executivedirector@museumsassn.bc.ca)

### **FURTHER INFORMATION**

Learn more about the BC Museums Association at <http://museumsassn.bc.ca>. The Roundup archive is available at <https://issuu.com/bcmuseumsassn>.

