

# Request for Proposals: Orion Magazine Picture Editor

## OVERVIEW

*Orion* magazine, an ad-free magazine about nature and culture in its thirty-sixth year of publication, seeks bids for part-time, freelance picture editing.

The picture editor researches, identifies, and proposes art for publication in *Orion* that inspires and engages readers; supports, resonates with, and amplifies *Orion*'s text content; and reinforces *Orion*'s brand as an environmental magazine. The editor acquires art from a wide and diverse range of artists, genres, and subjects, and work collaboratively with *Orion*'s text editors to ensure that each issue of *Orion* is cohesive, of high quality, and focused on reader service. Final art selections are made by *Orion*'s editor-in-chief and/or strategic director.

*Orion* readers deeply appreciate *Orion*'s commitment to maintaining a high-quality, high production-value print magazine and lively digital presence. Readers appreciate the magazine's artful presentation, the elegance of *Orion*'s art selection and layout, and the prevalence of visual art throughout *Orion*'s features and departments. The art published in *Orion* should support the magazine's seasonal publication schedule, and create opportunities for readers to connect deeply with the subjects and genres they care about throughout the year.

*Orion* publishes print, digital, and Kindle editions on a quarterly schedule, maintains a digital archive, and runs an annual writing workshop. It has offices in Northampton and Great Barrington, Massachusetts. It has eight full-time, local staff, and eight part-time staff who work remotely. More information is at [orionmagazine.org](http://orionmagazine.org).

## RESPONSIBILITIES

- attend *Orion*'s quarterly line-up, art, and production meetings (in person or by video conference)
- provide 3-4 photo essay and/or art portfolio options for each issue of *Orion* (from which the editor-in-chief or strategic director will select 2 per issue)
- provide 2 or more illustration options for each of *Orion*'s 6 text features per issue (12 options total per issue)
- provide 8-10 options for department spot illustrations per issue (from which the editor-in-chief or strategic director will select 6-8 per issue)
- provide 40 cover image options per year, according to *Orion*'s cover image guidelines
- provide input and ideas for value-added content (such as posters, broadsides, postcards, or other nontraditional content bound in to each issue of *Orion*), and collaborate with the text, design, and production teams to produce that content
- research and acquire specific images or art concepts as needed at the request of the editor-in-chief
- negotiate fees for all art selected for publication, according to *Orion*'s art budget
- secure hi-res images for all art selected for publication
- secure print and digital permissions for all art selected for publication
- provide complete caption, byline, credit, and gallery information for all art selected for publication
- provide the bookkeeper with art contributor fee payment information and instructions

- commission art and photography on an as-needed basis, up to four times a year at the request/approval of the editor-in-chief or strategic director
- manage art contributor fees and other art-related expenses within *Orion*'s annual art budget

#### COMPENSATION

Your bid should be a flat-rate, per-issue fee that covers all of the activities listed above. Your bid should assume that after a successful trial issue (Spring 2018), *Orion* will issue a one-year, 4-issue contract starting with the Summer 2018 issue.

In addition to the per-issue fee, payable upon publication, *Orion* will reimburse the selected picture editor up to \$750 per year for travel to the *Orion* office(s).

#### QUALIFICATIONS

- ability and interest in sourcing art from diverse communities
- ability to work collaboratively and prioritize reader service over personal taste
- an eye for the kind of art that *Orion* readers respond most positively to
- literacy in environmental art, broadly defined
- connections with individual artists, galleries, and other resources and sources of art
- experience with picture editing for similar publications
- ability to follow through and secure all the information necessary for publication

#### HOW TO APPLY

Please send a single pdf (up to 10 pages in length) containing the dollar amount of your bid, your resume, cover letter, and relevant work samples to [mmiller@orionmagazine.org](mailto:mmiller@orionmagazine.org). You may include up to 5 links to work online that you have edited, published, or produced.

#### TIMELINE

Bids will be accepted until 5 p.m. on December 15 and a picture editor will be selected and notified by 5 p.m. on December 22. Work will begin immediately, and the new picture editor should be prepared to propose art for the Spring 2018 issue by January 15, and to secure all necessary permissions, hi-res images, and caption information by January 22.