

Editorial coordinator, AWARE Japan, Paris

Villa Vassilieff 21, avenue du Maine, 75015 Paris

Application deadline: Jan 10, 2025

AWARE, Archives of Women Artists, Research & Exhibitions

AWARE: Archives of Women Artists, Research & Exhibitions is a NGO created in 2014 that works towards making women artists from the 18th to 21st centuries visible by producing and sharing free content in French and English about their work on its website. This online resource presently contains more than 1,200 biographical texts. AWARE represents a diversity of voices with texts written by around 500 researchers, feminist art historians, art critics, and activists from all over the world. To widely disseminate research on women artists, AWARE also organizes symposia, round tables, and seminars in collaboration with institutions, universities, museums, and other NGOs in France and all over the world and edits its own printed publications.

AWARE is located at the Villa Vassilieff (in Paris' 15th district), where artist Marie Vassilieff set up her studio in the 1910s. In this strongly symbolic place, AWARE has created a research center entirely devoted to women artists and gender questions, and hosts events, talks and school workshops.

In June 2024, AWARE launched a new website section providing a dedicated entry point for discovering women artists in Japanese. This initiative makes AWARE's content accessible to new audiences and stems from four years in collaboration with Japanese experts and institutions, built on the organization's programs "Women Artists in Japan: 19th - 21st Century", "TEAM: Teaching, E-learning, Agency, Mentoring" and "Women Artists in New Media". This section will be further developed.

Missions

In direct dialogue with the AWARE team:

- Act as liaison with partners and authors regarding program content, under the supervision of AWARE's Head of International Development.
- Oversee and follow-up on text commissions, including academic proofread of the biographies and research articles for publication.
- Manage the editorial coordination for texts published in three languages (French, English, Japanese) under the guidance of the Editorial Content Manager. This includes coordinating texts and their translations, proofreading, archiving, uploading and, in collaboration with the Image Rights Manager, conduct iconographic research and request image rights.
- Upload Japanese versions of texts to the AWARE website's Japan back-office and schedule their publication.
- Handle administrative tasks and follow-up of texts in collaboration with the AWARE's Administration Manager, including issuing author contracts, managing invoices, and requesting quotes for

translations and proofreading.

Profile

- Master's degree or equivalent in art history or cultural studies
- Knowledge of the editorial process and the various publishing stages
- Interest in women's history and/or gender studies.
- Fluency in Japanese and English is essential, fluency in French is a plus
- Be rigorous in proofreading and editorial skills; precise, diplomatic with the author, and capable of teamwork.
- Must be autonomous while maintaining regular reporting.

Conditions

- Freelance contract: The remuneration will be defined according to the number of publications and is negotiable.
- Work can be done remotely.
- The workload will vary based on project funding availability. It is initially estimated at ½ day/week on average and might increase.

Submission

Please send written applications in digital form with the relevant documents: cover letter and CV.

Contact

In case of interest, please do not hesitate to contact us before January 10, 2025 at: international@aware-art.org

Reference:

JOB: Editorial coordinator, AWARE Japan, Paris. In: Arthist.net, Dec 11, 2024 (accessed Jun 17, 2025), <<https://arthist.net/archive/43517>>.