



Editorial Projects Manager

This position will remain open until filled. Applications submitted on or before June 10, 2026 will receive full review.

COMPENSATION

\$80,000 - 90,000 per annum depending on experience, 40 hours per week
Full-time, exempt with competitive benefits package. Benefits include health insurance (vision, dental, FSA), paid time off, and an employer-supported 401(k) retirement plan.

LOCATION

This is a hybrid position with flexible in-person schedule, located near Taghkanic, NY (not accessible by public transportation). Forge is located on the homelands of the Moh-He-Con-Nuck, The Peoples of the Waters that Are Never Still. Today the Moh-He-Con-Nuck reside in Wisconsin and are known as the [Stockbridge-Munsee Band of Mohicans](#). Further details on working conditions below.

ABOUT FORGE PROJECT:

Forge Project is a Native-led non-profit organization whose mandate is to cultivate and advance Indigenous leadership in arts and culture. Located on the ancestral homelands of the Moh-He-Con-Nuck, Forge is situated on a 60-acre campus in the Mahicannituck (Hudson river) valley. A change-making model for Native cultural self-determination and leadership, Forge fuses traditional and contemporary knowledge and practices to build community, public education, and collective action.

Forge seeks a new team member to join us in shaping a decolonial future who shares our vision of Native self-determination and governance. We are guided by the leadership of the Indigenous Steering Council, the Board of Directors, Executive Director and Chief Curator Candice Hopkins (Citizen of Carcross/Tagish First Nation), and Director of Relational Education Sarah Biscarra Dilley (yaktit̓utit̓u yaktit̓hini). Embarking on our third full year as an independent 501(c)3 non-profit organization, Forge Project is excited to welcome a new staff member to our highly collaborative team.

POSITION SUMMARY:

The Editorial Projects Manager role at Forge Project is responsible for overseeing editorial initiatives at Forge Project, which includes managing the annual Forging journal cohort, including promoting open calls for contributors, reviewing applications, working with writers to edit and produce stories for publication, Forge's physical Imprint, developing Editorial programs and workshops independently and in collaboration with other departments at Forge, and managing the Forge library collection. This position reports to the Director of Relational Education.

The journal Forging, as well as the programs and collaborative initiatives that stem from it, reintegrate Indigenous knowledge systems towards expansive understandings and public accessibility. The Editorial Projects Manager supervises writing retreats, collaborates with and manages the Editorial Advisory Committee, coordinates journal-related programming, and oversees the library collection of approximately 1500 books.

Responsibilities

1. Managing Editor of Forging online journal and books in Forge's Imprint, alongside leadership from Executive Director & Chief Curator and Director of Relational Education, publishing 6 online issues around a theme per year (Forging) and print editions which average every 2-4 years (Imprint)
 - Manage Forging journal cohorts and Imprint publication contributors
 - Schedule editorial introductory meeting and maintain correspondence with contributors for both Journal and Imprint projects
 - Work with contributors and collaborators to edit and publish texts
 - Offer editorial guidance on structure and argument
 - Proofread as needed
 - For Forging journal
 - Manage invitation(s) for contributors for both the Journal and Imprint and/or produce and promote Forging journal open call (if any)
 - Work with leadership to prepare texts for print
 - Manage or collaborate with vendors on graphic design, including production in Kirby
 - Manage or collaborate with contributors on imagery, including existing photography and rights and reproductions, commissioned work, or photograph as needed
 - Coordinate with vendors and collaborators to develop and prepare publication for print

- For Imprint, manage production schedule
 - Create publishing workflow and calendar for reference with editors, contributors, collaborators and vendors
 - Coordinate with co-publishers, external designers, contracted writers
 - Coordinate with communications department to promote published works on social media and newsletter
 - Manage budget and paying contributors
 - Deepen outreach, distribution and engagement strategies within localized and international audiences
2. **Oversee writing retreats for journal and publication contributors, with support from Residence Manager and Public & Relational Programs Coordinator**
 - Coordinate with Relational Education and other departments to schedule and facilitate weeklong writing retreats, held across three seasonal cycles:
 - Fall: October 15 - December 15
 - Winter: March 1 - April 1
 - Spring: April 20 - May 20
 - Support writers and cohorts with stipend and travel
 - Support hosting onsite, including gifting, orientation, and visiting with residents
 3. **Manage Editorial Advisory Committee**
 - Develop Journal cohort selection process in consultation with co-Leadership and Advisory Committee
 - Determine meeting schedule and agenda for annual editorial guideline review
 - Manage budget and stipends for committee members
 - Build relationships and make recommendations for Advisory Committee membership
 4. **Produce Journal-related programming**
 - Work with cohort members to develop programming around topics of interest
 - Coordinate schedules and stipends
 - Collaborate with communications department to market events and programs
 5. **Manage Library Collection, a working collection of 1500 books for resident writers and writing cohorts, including Fellows and other program participants**
 - Oversee library contractors and consultants as the organization creates a database of the library collection

- With consultant, manage the development of a digital information system for the library
 - Collaborate on the maintenance, research and inclusion of new titles in the library
 - Hone the collection to best support the needs of the Journal, Fellows and other writing cohorts
6. Work alongside Communications Coordinator to integrate strategies for outreach and promotion
- Align Editorial promotion, outreach, and engagement with all current Communications systems including software and internal and external workflows
 - Support integration of Forge Project editorial guidelines, including institutional voice, culturally appropriate protocols for working with Native writers, and any other relevant cultural or ethical practices
 - Introduce and pass primary contact information along to relevant writers, collaborators vendors, and other contacts to support engagement between Editorial and Communications processes
7. Manage department budget and support departmental grant writing
- Manage annual budget
 - Support Development Department and Executive Director in grant writing and reporting on Editorial projects

THE IDEAL CANDIDATE WILL BE

A person who has strong writing, editorial and design experience and a passion for furthering social justice and narrative sovereignty in the context of self-determined Native art and cultural practices. An ideal candidate has deep management skills and is comfortable communicating to multiple audiences, online and in-person. Someone who enjoys working as part of a team, in a responsive and collaborative environment, and is comfortable with both in-person and remote settings.

QUALIFICATIONS/SKILLS NEEDED

- Excellent written and verbal communication
- Strong writing and copy editing skills
- Task management and self-directed in setting priorities
- Deep knowledge of Native American and Indigenous communities, histories, and current events
- Familiarity with contemporary art and culture

- Demonstrated organizational and administrative skills
- Project management
- Strong computer skills and facility with:
 - Meta Platforms
 - Microsoft Office Suite
 - Google platforms
 - Adobe Suite and Figma
 - Kirby CMS
 - Mailchimp
 - Airtable
- This position is hybrid/remote. Candidate must be able to travel to the Mahicannituck (Hudson River) Valley region to host writing retreats, support the library and other Forge programs, both public and relational. The ideal candidate will have a valid driver's license. Candidate must be legally authorized to work in the United States.

WORKING CONDITIONS:

- Forge Project is located in a rural area with no public transportation. The offices and shared spaces are currently only partially ADA accessible, as they include unpaved pathways and stairs.
- Forge will make every effort to provide accommodations as needed.
- Forge's work space includes sitting desks, a semi-private office, and informal meeting spaces.
- Forge encourages healthy work-life balance, with set working hours (with the exception of events) and hybrid and flexible in-person and remote office operations.
- Forge encourages parents and caretakers to apply for the role, and aspires to be a supportive workspace for candidates with families and community responsibilities.

HOW TO APPLY:

To apply, submit your cover letter and resume to hr@forgeproject.com. This position will remain open until filled and applications submitted on or before June 10, 2026 will receive a full review.

Studies show that people from certain underrepresented groups, including women and disabled people, are less likely to apply for jobs if they don't meet all of the criteria. If this is you, we encourage you to apply anyway!

Forge is developing a model for carefully considered ethics of relation that disrupt the often extractive and transactional status quo. As such, we are committed to expanding the presence of Indigenous, disabled, 2SLGBTQIA+, and BIPOC individuals in nonprofit strategy and development, and we are seeking candidates who are excited about this opportunity for growth within this values framework.

Forge Project is an equal opportunity employer, committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We embrace our differences, and know that our diverse team is a strength that drives our success.

Forge Project is committed to developing a barrier-free recruitment process and work environment. If you require any accommodation, please email Operations Director, Paloma Wake, at hr@forgeproject.com and we will work with you to meet your accessibility needs.