



MEMBERSHIP SERVICES MANAGER

The Association of Canadian Publishers (ACP) seeks a full-time **Membership Services Manager**.

Who we are:

ACP is the national voice of Canadian-owned English-language book publishers, representing more than 100 independent companies across Canada. Through collective work, we advocate and collaborate to create the conditions for Canadian-owned book publishers' economic and cultural success. We work to help our members build the audience share for Canadian-authored and Canadian-published books in Canadian bookstores, libraries, educational institutions, and homes, and around the world.

A national board of directors provides strategic direction and oversight to ACP's operations. Our membership is actively involved in the association through ACP's standing committees, which are organized around genre or market. ACP currently employs a full-time staff of four and two part-time contractors, and also works with several project consultants who support the delivery of our programs and projects.

Who you are:

- You have experience planning online, hybrid, and in-person events, or are eager to learn and can apply your strong communication and organizational skills to this area.
- You are ready to develop and manage relationships with the management and staff of Canadian-owned publishers from coast to coast.
- You are invested in the future of writing and publishing in Canada.
- You have successfully managed projects, can reliably organize your time to ensure deadlines are met, and can prioritize among competing tasks.
- You have excellent critical thinking, communication, and interpersonal skills, and are comfortable working independently and as part of a team.
- You are proficient in Microsoft Office, including Excel.

Other qualifications that would be an asset:

- Experience with Adobe InDesign, Photoshop, and/or Premiere, WordPress, and/or G Suite;
- A university degree and some post-secondary education in book publishing or arts management, and/or at least three years of related work experience.

Don't meet all of the criteria we are looking for? We still want to hear from you. Please read on for details about how to apply and tell us how your experience would be a good fit for the role.

What you'll be doing:

Main areas of responsibility:

1. In collaboration with staff and supporting committees, play a lead role in event planning, including the association's Annual General Meeting; Mid-Winter Meeting; PD sessions; and other events, including receptions and social events.
2. Support selected committees in managing meetings and activities, including liaising with chairs, monitoring meeting schedules, notifying members of upcoming meetings, providing advance material, taking minutes, and following up on action items as necessary.
3. Management of membership status, including processing of applications and dues payments, distribution of annual statements, maintenance of payment records, and onboarding new members.
4. Project management, including ACP's mentorship and PD subsidy programs, Publishing 101 program, and BookNet and BMG buying groups; working closely with the Program Manager in preparing grant applications and reports; liaising with the bookkeeper and staff to invoice for project participation; assisting with other ACP projects as required.

This is a varied position, which touches many aspects of ACP's programs and operations. Every day will be different, but you will work closely with the ACP staff, committee chairs, and member publishers. You will be available to work from ACP's downtown Toronto office at least 1 day per week and for occasional in-person events, with the option of remote work on other days. You will report to the Executive Director. Annual travel to in-person membership meetings is expected.

What we offer:

The target starting salary for this full-time position is \$50,500/year. We offer a comprehensive benefits package through the Book and Periodical Council, flexible work hours, opportunities for professional development, and the option of hybrid work. Our friendly and collegial office is accessible and located at 401 Richmond St. W., an arts and culture hub with excellent public transit access and other amenities.

How to apply:

Interested candidates are invited to send a cover letter and résumé **in a single PDF document with their name in the file name** to Laura Rock Gaughan, Acting Executive Director, laura_rock_gaughan@canbook.org, by **5:00 pm EST on November 15, 2026**. Cover letters must be original work and not AI-generated, as persuasive writing skills are essential to this position.



ACP is committed to building a diverse and inclusive workplace. We encourage applications from candidates who are members of underserved and underrepresented communities, including BIPOC, LGBTQ2+, people living with dis/ability, and others. If you require accommodation at any stage of the recruitment process, please notify [Laura Rock Gaughan](#) via email.

We thank all applicants for their interest but regret that we are unable to acknowledge receipt of applications. Only those candidates selected for an interview will be contacted.