

## **JOB DESCRIPTION**

**POSITION:** Senior Editor, Member Publications.

### **JOB SUMMARY**

Editorial, writing and managerial responsibility for the monthly newsletter, the non-technical content of the Journal, the conference newspaper, and other member publications as assigned. Generates article ideas. Researches and coordinates content ideas with the Editor-in-Chief of the Journal. Provides editorial quality control for the member publications. Supervises the Production Editor and Editorial Assistant. Other duties as assigned.

Responsibilities:

1. Enact editorial development of newsletter
2. Enact editorial development of non-technical Journal  
(Editorial development means: generating content ideas; researching and coordinating article ideas; writing, editing articles; delegating and overseeing writing and editing assignments, Article acquisitions for Journal and newsletter)
3. Oversee scheduling, production, proofreading of member publications.
4. Coordinate freelance editors and writers for the member publications.
5. Track and oversee expenses of member publications; coordinate with Manager, Publishing on revenue options.
6. Oversee quality control for member publications, and work with editorial and graphics personnel on securing artwork and graphics.
7. Supervise Production Editor and Editorial Assistant.
8. Participate as member of staff creative team when appropriate and participate as member of Communications management team; and perform other duties as assigned.

### **JOB KNOWLEDGE**

Bachelor's degree in journalism, publishing, communications or related field.

### **EXEPIENCE**

3 - 5 years experience in publishing with specific experience in reporting, writing, editing. An understanding of publishing production is also required.

### **SUPERVISION RECEIVED**

Under direction where objectives are established requiring the use of a wide range of procedures and the employee plans and arranges his own work, referring only unusual cases to supervisor or others.