



Title: Managing Editor/Author
Classification: Regular Hourly (Non-Exempt)
Position Summary: The Managing Editor manages the publishing program of the Stearns History Museum with primary responsibility for publishing of the quarterly magazine *Crossings*. The Editor serves as the staff liaison and advisor to the volunteer authors and content providers. The Editor also provides counsel to Stearns History Museum regarding the production of print, video, audio, and digital history content.
Reports To: Executive Director
Time/Schedule: 20-24 hours per week. The Editor is free to work at any location and maintain flexible hours as necessary to complete responsibilities.
Salary: \$24-28/Hour DOQ
Benefits: 401K retirement plan after eligibility period, paid PTO/sick leave prorated

Specific Responsibilities:

I. Manage Publishing of *Crossings* magazine (80%)

- i. Identify, recruit, and steward authors and other content contributors
- ii. Provide complete editorial service for all authors, guiding them from concept to final publication in the magazine
- iii. Assign content and edit materials
- iv. Manage vendors to complete layout, design, printing, and distribution of the magazine
- v. Coordinate all other requirements for publication of the magazine, including but not limited to: image selection, securing rights to images/graphics, copyright filing, coordinate ad placement, etc.
- vi. In consultation with the Development Director and Executive Director, determine what, if any, supplemental (insert) material will be added to each issue
- vii. Maintain a 12-month (four issue) editorial forecast of anticipated articles for publication in the magazine; review monthly with Executive Director

II. Manage Digital Content (16%)

- i. Identify opportunities to promote Stearns History Museum and its publications via the adaption of existing print materials for digital distribution.
- ii. Draft social media (Facebook) promotional posts for each article to be published (3-4 per issue) and provide to Marketing Coordinator and Development Director for inclusion in RCHS social media.

- iii. Draft monthly social media promotional post for a previously published article or publish a new research article that enhances the monthly social media content.
- iv. Coordinate social media content posts with Archivist and Librarian to highlight topics in the collections.

III. Other Publishing Projects (2%)

- i. As brought to the Editors attention by members of the community, authors, or others, document proposed projects or project ideas and pass on to RCHS Executive Director for consideration.

IV. Publishing Program Administration (2%)

- i. Coordinate with other staff, including particularly the Development Director and Executive Director, regarding possible sponsorship opportunities
- ii. Maintain records of volunteer names, hours, and services provided related to publishing and provide these periodically to the Museum Administrator and Executive Director
- iii. Request complimentary memberships or copies of publications from the Development Director for authors or volunteers as necessary or appropriate
- iv. Advise the Executive Director of any deviations from the publishing budget in a timely manner
- v. Maintain all working and content files on the SHM cloud drive system to ensure all work is securely backed up and accessible to senior staff