



American Recorder Society CONTRACTOR POSITION DESCRIPTION

TITLE	Managing Editor, <i>American Recorder</i> magazine
REPORTS TO	ARS Administrative Director
TERM	Two-year contract
COMPENSATION	\$6,500 to \$7,500 per issue, depending on experience and qualifications (Contractor will be paid on a project basis, not an hourly rate.)

ABOUT THE AMERICAN RECORDER SOCIETY

The American Recorder Society was founded in 1939 to serve amateur and professional recorder players. *American Recorder* is its official publication, with circulation of approximately 2,500. Content includes academic and historical articles, musician/composer profiles, and reviews of publication and recordings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Professional-level editing skills, including experience in applying a consistent, established style in a print magazine.
- Previous experience in the editing and production of a high-quality magazine or similar print publication, including knowledge of standard print publication methods.
- Leadership qualities, including the ability to guide, delegate, advise, and organize.
- Ability to interact with diverse personalities and points of view.
- Basic knowledge of printing standards and specifications.

SUMMARY OF SPECIFIC DUTIES AND RESPONSIBILITIES

- Produce four print issues each year of approximately 48 pages per issue, as well as a PDF version for online distribution.
- Solicit, select, edit, and proofread articles.
- Obtain, select, and format photographs, artwork, and online supplemental materials as appropriate.
- Supervise the Layout Specialist.
- Select and produce magazine covers.
- Assist the Administrative Director in collecting and editing submission for the smaller, almost-monthly digital ARS NEWS e-newsletter.
- As requested, attend semi-annual ARS Board of Directors meetings (customarily on Zoom).

Preference will be given to applicants with skills in music reading, rudimentary recorder playing, and familiarity with the history of Renaissance and Baroque music.

Deadline for submissions is November 30, 2023. Submit the required application online at www.americanrecorder.org/jobs. Start date is April 2024 and allows for a one-issue overlap with the current (retiring) editor. The current editor estimates that the time required for this contract at approximately 25 percent of a full-time job.

With the retirement of the current editor, ARS plans to split the production duties into two positions, a Managing Editor and a Layout Specialist. Applicants with the appropriate skills and qualifications for a combined editor/layout position are welcome to apply for a combined position. Please use the Managing Editor application form and add details accordingly.

Questions may be directed to Administrative Dir. Susan Burns at director@americanrecorder.org.