

JOB DESCRIPTION

JOB TITLE: Managing Editor, Journal

JOB SUMMARY

To function as the Managing Editor of the monthly, peer-reviewed scientific journal . To work with the part-time, outside Editor-in-Chief in developing the scheduling, content, and structure of the journal. To be the primary copy editor for the journal, overseeing its production from edited manuscript through printed pages. To oversee the journal editing and proofreading done by the associate editor, editorial assistant, and any other members of the editorial staff and free-lance editors. To consult with the Editor-in-Chief, Manager of Publishing, and Director of Communications on various improvement options for the Journal.

TASK DESCRIPTION

- To assist the Communications Division in developing surveys, content ideas, and publications concepts, some of which will relate to the Journal, others relating to other types of publications.
- To assist on an as-needed basis with other areas in the Communications Division in developing marketing materials, brochures, and writing articles for the newsletter.
- To assist the Communications Division in other areas as needed in working with other divisions of the association

EDUCATION/KNOWLEDGE

BA in English or other appropriate field. Either additional degree work in the sciences or scientific/technical editorial experience.
3 to 5 years experience.