



METROPOLITAN GOLF ASSOCIATION

49 KNOLLWOOD ROAD • ELMSFORD, NY 10523 • P (914) 347-4653 • F (914) 347-3437 • MGAGOLF.ORG

POSITION: Managing Editor, *The Met Golfer* Magazine

JOB DESCRIPTION: The Metropolitan Golf Association, located in Elmsford, N.Y., is seeking a qualified individual for the position of Managing Editor of their award-winning magazine, *The Met Golfer*. *The Met Golfer* is the official publication of the MGA and is published 5 times per year in conjunction with its publishing partner, PGA Magazine.

The duties as editor would include, but not be limited to:

1. In consultation with the MGA staff and Editorial Committee, develop and finalize line-ups for each issue and make all appropriate assignments of writers and photographers and compile artwork, as necessary.
2. Develop and maintain expense budget for each issue that will be subject to approval by the MGA's Sr. Director of Communications. Negotiate all fees for writing, photography and artwork for each issue, within MGA budget guidelines.
3. Edit all editorial content and submit to staff and Edit Committee for review.
4. Contribute at least one secondary feature story (Up Close, Club Focus, Travel, etc.) for each issue, in addition to Editor's column, *Met Observations*.
5. Provide editorial content for the Met Methods instruction section for each issue.
6. Be responsible for coordinating photo research and artwork; assigning photo shoots and supervising on-site as needed.
7. Act as liaison with MGA Editorial Committee and coordinate editorial meetings in conjunction with the MGA staff. (Approximately one meeting per quarter.)
8. Coordinate all production details: Coordinate all layout and editorial corrections and revisions with our publisher, PGA Magazine, and adhere to all publishing schedules. Assist PGA Magazine with invoicing details and final editorial expense reporting for each issue.
9. Work on-site at the MGA office a minimum of 5 (five) days per issue.

It is anticipated that you will work closely with the MGA Communications Department in the execution of these duties and that you will report to the MGA Senior Managing Director of Communications.

Qualifications:

- Candidate should have Bachelor's degree and minimum of three-five years' experience in the print publishing business and experience dealing with writers, photographers, publishers and advertisers, etc.
- Have exceptional writing skills, have a background in golf and be totally familiar with golf terminology and culture, in particular with the local Met Area golf scene.
- Must have creative ability, willingness to be heavily involved with the creative process and be able to contribute story ideas, content, photography, layout ideas, etc.
- Be comfortable working in Photoshop, Quark, and Adobe InDesign.
- Be highly organized, flexible, and able to adhere to strict and regular deadlines.
- Be committed to upholding the high standards of the magazine
- Be familiar with the MGA, its mission and its position in the Met Area golf community
- In addition to editorial skill, this position requires good people skills in working with staff, photographers, clubs, editorial committee and our publishing partner, PGA Magazine, on production and coordination of each issue.

This person would be an independent contractor and paid on a monthly stipend or per-issue fee. In addition, the MGA would reimburse for mileage and expenses for any business travel such as photo shoots, meetings, outside story assignments and for any full days in the office beyond the required 5 (five) days per issue minimum.

Resumes: Jeanne McCooey - email only jmccooey@mgagolf.org. Deadline December 1, 2013