



**American Harp Society, Inc.
Position Announcement**

Position Title: **Editor/Publication Manager, *The American Harp Journal***
Classification: Independent contractor
Reports To: Executive Director
Primary Relationships: President, Chairman of the Board, Board of Directors, Executive Director, *The American Harp Journal* Editorial Board, *Journal* Designer/Advertising Manager, Circulation Manager, Printer, and other external contractors and vendors

Overview

The American Harp Journal is the official publication of the American Harp Society, Inc. The *Journal* is currently a biannually published color journal (ca. 80-104 pages) sent to current membership, institutional subscribers, and paid advertisers (excluding the Directory of Teachers). In collaboration with the Editor/Publication Manager, the AHS Board of Directors determines the mission and vision for the *Journal*. The Editor/Publication Manager implements the agreed upon mission and vision for the publication, solicits and curates content, manages the editorial process, coordinates production, and oversees completion of each issue within a Board-approved budget. To enhance its quality and stature, the Editor may suggest new features, columns, and concepts for the *Journal*. The Executive Director supervises and facilitates the production process.

The Editor/Publication Manager has the opportunity to shape the *Journal* through maintaining its scholarly excellence while adapting to changing member demographics and interests. AHS members currently include teachers, students, professionals, academics, adult learners, and players of all types of harps.

The American Harp Journal is included in Gale, EBSCO Information Services, and ProQuest databases.

Position Description

The Editor/Publication Manager of *The American Harp Journal* is the creative and production leader for the flagship publication of the American Harp Society, Inc.

Primary Responsibilities of the Editor/Publication Manager

Content

Solicit, curate, and prepare all content of the *Journal* with the exception of advertising, including graphic images and cover art. Manages the editorial process including presenting proposed content per issue in advance to the President, Chairman, Executive Director, and Editorial Board for review and consultation in accordance with AHS policies and procedures. Presents *Journal* text and graphic art digitally to the Designer on schedule.

Management and Production

Prepare all budget projections and present all production matters as needed. Manage *Journal* income and expense streams responsibly within a Board-approved budget. Establish a written production schedule for each issue in consultation with the Executive Director. Coordinate with the *Journal* Designer and involved parties to adhere to the production schedule.

Board of Directors

Regularly report to the Board of Directors as requested, generally twice a year. Attendance at AHS national events, particularly the National Conference held every other year, is highly recommended. Interaction with the Board of Directors during the annual Board meetings is expected whether in person or electronically.

Resource Development

Solicit bids for print production and mailing expenses periodically as agreed upon with the Executive Director. Maintain awareness of current best practices in publication for editorial and fiscal excellence. Explore digital delivery options.

Organizational Duties

Obtain applicable copyright releases from all authors proposed for publication through AHS media. Identify *Journal*-related materials to be presented on the AHS website. Arrange for timely transfer of electronic materials for archival and database purposes. Ensure that archival files and copyright releases for each *Journal* are received by the Executive Director. Maintain an authorized AHS cloud-based folder of submitted unpublished articles. Regularly update *Journal* Editorial Board membership archival file as members' terms expire. Suggest nominees to the Executive Committee for the Editorial Board.

Required Qualifications

- Experience and skill in areas such as project management, journalism, writing, editing, and publishing
- Strong verbal and written communication skills
- Knowledge of current production practices for print and digital electronic media
- Ability to edit professionally
- Ability to communicate effectively and efficiently via digital electronic media
- Ability to work in a collaborative environment
- Ability to work independently
- Excellent management skills
- Demonstrable leadership skills
- Ability to translate policies and direction into routine operations

Preferred Qualifications

- Experience with the harp and/or its history and repertoire
- Significant knowledge of the music field and musicians
- Professional editing experience
- Knowledge of academic environments
- Skills with creative design software (e.g., graphic design software, music notation software)
- Willingness and ability to attend AHS national events

Work Environment

The position has a primarily virtual work environment with most communications handled electronically. The successful candidate should provide his/her own workstation and software to edit in widely used digital file formats.

Compensation

Compensation per-issue for this position is commensurate with experience and is determined by the Board of Directors.

Application Deadline

November 1, 2017

To Apply

For information about the American Harp Society, Inc., please visit: www.harpsociety.org. Please submit your application at:

<http://bit.ly/AHJEditorApply>

Please upload the following materials with your application (150MB maximum total per upload):

- Cover letter
- Curriculum vitae
- Vision statement for the *Journal* (1 page maximum length)
- Index of materials submitted and list of references (3)
- Materials: Four (4) examples of your work, containing at least one (1) writing example and two (2) editing examples
- Contact information for three (3) letters of reference (referees will be emailed a link by the Search Committee to upload letters of reference directly.)

Please name all files with your first initial and last name for easy identification (i.e., JSmith cover letter.doc, JSmith CV.pdf, etc.) and submit in one upload. Word or PDF files preferred. For application submission questions, please contact: ExecDirector@harpsociety.org. Applications received by the deadline will receive full consideration.