

**Sigma Xi, The Scientific Research Honor Society**  
Managing Editor

Sigma Xi, The Scientific Research Honor Society, seeks a full-time Managing Editor for *American Scientist* magazine at the Society's headquarters in Research Triangle Park, NC. *American Scientist* is a bi-monthly interdisciplinary general science magazine reaching about 60,000 members of Sigma Xi, subscribers, and newsstand purchasers.

**Required skills include:**

Editorial experience in scientific or academic publishing, including supervision of editing/writing and production. Excellent time-, project-, and people-management skills. Imagination, creativity, vision, and grace under pressure. Familiarity with digital and print magazine publishing, including circulation, advertising, promotion, and technical aspects of four-color printing. Awareness of current trends in cross-platform publishing, social media, and interactive content. Familiarity with budgeting principles, contracts, and vendor relations. Knowledge of copyright, libel, and other aspects of communications law. Ability to interact successfully with the magazine's readers and other external constituencies and represent the magazine in public settings.

**Duties and Responsibilities:**

- working with EIC to shape the content, design, and overall strategic vision of the print and digital magazine, assuring its quality and integrity
- conducting regular staff meetings to plan the acquisition and scheduling of articles, art layouts, special projects, and production of the Web site content and digital magazine
- developing relationships with academic authors and columnists and soliciting manuscripts for publication
- maintaining editorial submissions process from invitation through editing for print and digital content
- assisting with book organization and reviewer invitations
- maintaining and updating in-house editorial guides and style sheets
- working with IT to streamline submissions processes
- scheduling online content interviews and in-person events
- assisting with production in InDesign and proof reading all text and display copy, and checking all illustrations and proofs
- hiring, training, and supervising *American Scientist* staff and freelancers
- executing contracts and maintaining calendars with printers, database vendors, and other regular users of magazine content; periodically handling press checks and reviewing Web functionality
- making decisions on appropriate consultation of outside experts, and recruiting and maintaining editorial advisers and researchers
- staging content for the Web site and digital magazine

- assisting with uploading content into Web content management system, as time allows
- contributing to in-person and online interviews, as well as editorial content, as time allows
- maintaining professional contacts and visibility for the magazine in the local, national and global scientific and publishing communities
- working in conjunction with the Editor in Chief to ensure that *American Scientist* helps fulfill the mission of Sigma Xi and the needs of its members

### **Qualifications**

- Five to ten years in an editorial management setting
- A familiarity with science is required. An educational background in science is desired.
- Excellent time management and organizational skills
- Excellent interpersonal and management skills
- Strong knowledge of grammar and style (Chicago)
- Social media and multimedia skills are expected

Sigma Xi offers a collegial working environment, competitive salary and benefits, and the opportunity to contribute to a publication with a proud 100-year history.

Please send a resume and cover letter to:

Jasmine Shah, Director of Finance and Administration  
Post Office Box 13975  
Research Triangle Park, NC 27709  
Email: [hrdept@sigmaxi.org](mailto:hrdept@sigmaxi.org)  
Deadline for resumes is January 15, 2018

**Sigma Xi is an Equal Opportunity Employer.**