

Job Title: Associate Editor

Department: *American Scientist*

Reports to: Editor in Chief/Director of Science Communications

SUMMARY

American Scientist magazine is seeking an associate editor. This editor not only shepherds features and columns for the print issue of the magazine from invitation and developmental edits through publication, but also manages a guest blog and produces online content that provides a variety of reader pathways into print and blog content.

American Scientist has been in publication since 1913 and is published by the nonprofit Sigma Xi, The Scientific Research Honor Society. The magazine focuses on producing narrative-driven features by scientists about their own peer-reviewed work. The publication also produces shorter-form staff-written news articles, as well as blogs, multimedia, and social media.

This is a hybrid work position. Work from the office in Research Triangle Park, NC is required for 8 days per month, with longer hours necessary during deadlines. Fully remote work will be considered only for exceptional circumstances.

Applications will be accepted on a rolling basis. The deadline for applications is April 6, but applications may be closed early if a candidate is accepted before this time. Please send your cover letter, CV, and work examples (links are acceptable) to jshah@sigmaxi.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researching, inviting, acquiring, and evaluating manuscripts from peer-reviewed scientists for publication in the magazine and on the blogs *From the Staff* and *Macroscopic*. Contribute to the evaluation of unsolicited manuscripts.
- Editing at least one feature article and one column for each magazine issue (and additional pieces for special issues) while keeping to deadlines. This work includes background research, developmental edits, text rewriting, and all figure captions, headlines, and display copy.
- Conceiving a plan of illustration for each article edited, and working with the art director and illustrators to put that plan into effect. Assist with securing necessary rights for the use of images in edited articles and recording copyright and contact information.

- Using InDesign to edit and fit article layouts and to enter proofreading corrections.
- Handling authors' corrections, reading proofs, and supervising the final production of each article edited; contributing to overall proofreading of the publication and blogs.
- Contributing to the Spotlight news article department, book reviews, blogs, holiday book guides, and other content as needed.
- Checking over work produced for print that was converted to digital for the digital or online editions of the magazine.
- Project management and editing content across *American Scientist's* blogs.
- Contribute to social media strategies for content produced or edited, as well as blog content.
- Coordinate *American Scientist's* entries into yearly awards programs, such as the Apex and Neal awards. Attending award ceremonies as needed to represent the publication.
- Special projects and other duties as assigned.

SUPERVISORY RESPONSIBILITIES

No direct full-time reports but intermittent supervision of interns or digital producers is possible.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Proficiency in tactfully editing expert authors and maintaining contacts and workflows over long timeframes.
- Proficiency in reading and discussing technical science material, including mathematical or statistical topics.
- Maintain familiarity with the Chicago Manual of Style and the *American Scientist* in-house style guide.
- Familiarity with Adobe Creative Cloud (Acrobat Pro, InDesign)
- Proficiency with social media
- Proficiency with website content management systems

EXPERIENCE REQUIRED

- Two to five years of experience in science writing or editing, or a combination of both.
- Experience editing scientists' communications.
- Experience with in-depth developmental editing.

EDUCATION REQUIRED

- At least an undergraduate degree in a field of science, or history of science, philosophy of science, or science communication, or a degree in journalism or communication with significant experience working with scientific material.

EXPERIENCE/EDUCATION PREFERRED

- An MA/MS or a PhD in a scientific field or in science communication is preferred.
- Proficiency with audio editing software, such as Adobe Audition, as well as audio recording equipment.
- Knowledge of video editing and production equipment and software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| <u>Activity</u> | <u>None</u> | <u>Less than 3 hours/day</u> | <u>Between 3 and 6 hours/day</u> | <u>More than 6 hours/day</u> |
|-------------------------------------|-------------|------------------------------|----------------------------------|------------------------------|
| Stand | X | | | |
| Walk | X | | | |
| Sit | | | X | |
| Use hands to finger, handle, & feel | X | | | |
| Reach with hands & arms | X | | | |
| Stoop, kneel, crouch | X | | | |
| Talk or hear | | X | | |
| Look at a computer screen | | | | X |
| Lift up to 10 lbs | | X | | |
| Lift up to 25 lbs | X | | | |
| Lift up to 50 lbs | X | | | |

| | | | | |
|------------------------|----------|--|--|--|
| Lift up to 100 lbs | X | | | |
| Lift more than 100 lbs | X | | | |

The requirements listed in this job description are representative of the management's assignment of essential function, with knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.