

## **EDITOR-IN-CHIEF, NSAA JOURNAL COPYWRITER**

### **General Job Description**

The National Ski Areas Association seeks an editor/publisher of its bi-monthly ski industry trade publication, the *NSAA Journal*, and general content creation and editing. Duties include management of production process from story generation to blueline print stage. EIC will generate cohesive story ideas, assign and write stories exclusively for the *Journal*, line edit and copy edit all documents, create editorial and production calendars, document workflow, oversee several stages of edit, and adhere to deadlines. Duties also include managing out-of-house design and print, managing all contributors, negotiating contracts, and managing budget. This position will assist with general writing and editing assignments for the NSAA office as assigned. This position reports to the Director of Marketing and Communications.

### **Requirements**

- At least 3-5 years of related journalism or communications experience
- Strong command of AP Style and editing
- Understanding of both print and digital content production (social media and/or blog experience a plus)
- Strong multi-tasking skills and flexibility to manage new opportunities
- Excellent interpersonal communication and service skills
- Some ski and/or mountain recreation industry experience desired but not required
- Minimal travel possible

### **Specific Duties**

Manage overall production of bi-monthly trade publication. This includes managing outside writers, coordinating with the designer and printer, and overseeing development of editorial content.

- Editorial: Plan editorial calendar, four to six issues per year. Research and develop story ideas. Write articles and FOB departments (usually 5-10 pieces per issue) exclusively for *NSAA Journal*. Assign stories to freelance writers or industry (resort/supplier) members. Line edit all submissions and work with contributors to structure stories. Perform copyediting and fact checking. Handle all freelance article queries. Interface with NSAA staff, members and committees for story ideas. Compile related artwork and photo/video content for both print and web. Supply all articles with related art to designer. Three rounds of edits before print.
- Advertising: Oversee ad submissions. Assist in collecting ads. Assist with last-minute administrative duties (contacting advertisers; working with designer) if necessary to stay on schedule.
- Publishing: Manage budget, including production costs. Negotiate writers' contracts and photography/art commissions. Process all related invoices. Develop production calendars and manage production schedule and deadlines. Oversee blueline print process.

- Digital: Manage editorial content for *NSAA Journal* website. Coordinate content distribution and messaging with Marketing Director. Manage blog site content. Work with advertising to explore opportunities for expanded sponsored content. Some work in social media may be required.
- Other: Oversee production of meeting/convention on-site programs. Assist other departments with editing documents. Other duties as assigned.
- Assist with general writing and editing assignments for the NSAA office as assigned. Write and/or edit informational content for NSAA fulfillment items and program materials.
- Responsibilities, duties and the requirements for this position may change or increase at any time, with or without a change in title, benefits or salary.

**To Apply**

Please send a resume, cover letter, and writing portfolio of published pieces (3-5 samples, links are fine) to [resume@nsaa.org](mailto:resume@nsaa.org).