

## Job Description

**Position:** Assistant Editor

**Department:** Publications & Editorial

**Supervisor:** Managing Editor, *QST*

**Classification:** Non-Exempt or Exempt

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### **Summary of Position:**

The Assistant Editor is part of the Publications & Editorial Department, and is primarily responsible for the developmental editing, copyediting, fact-checking, and (where necessary) rewriting of features and columns for the monthly amateur radio publication *QST* (and other ARRL periodicals as assigned), ARRL e-publications (e-newsletters, e-books, etc.), and ARRL books, according to the respective house styles, as well as formatting *QST* manuscripts and ARRL books using the corresponding templates. The Assistant Editor may also be given feature writing assignments, primarily for *QST*.

When their workload permits, the Assistant Editor will edit copy submitted by other departments (marketing, development, education, etc.) to ensure correct spelling, grammar, and usage, and to promote consistency of ARRL house style across all departments. The Assistant Editor will also perform clerical/administrative duties as assigned.

This is a full-time, on-staff, on-premises job, based in Newington, Connecticut.

### **Major Duties and Responsibilities:**

- Edit material for *QST* and other ARRL publications
- Edit material for ARRL books
- Edit ARRL e-publications
- Write material for *QST*
- Write social media posts and other digital content
- Format/template manuscripts
- Maintain style sheets for ARRL publications
- Communicate with ARRL staff and editorial freelancers

**Expectations:** The Assistant Editor will edit written materials to a degree such that they are properly formatted, free from factual errors, free from errors in English language usage and ARRL style, and ready for layout and production. Work is to be done in a timely manner that takes press deadlines into consideration.

**Knowledge and Skills:** Excellent command of the English language — proper spelling, grammar, usage

Excellent reading comprehension skills

Incisive developmental and copyediting ability, including:

- Editing for clarity of meaning
- Editing for focus
- Editing for economy of language
- Putting information in a logical order
- Fact-checking

Strong research skills  
Strong organizational skills  
Strong writing ability  
Familiarity with Chicago, MLA, and/or APA stylebooks  
Ability to edit technical material  
Ability to prioritize multiple tasks  
Ability to meet multiple deadlines

**Experience:** 2-3 years professional experience (or the equivalent) in writing, developmental editing, and copyediting for print, digital, and social media. Preference given to candidates who have experience writing and editing long-form articles for print publication, and/or who have written/edited for a print periodical (preferably a magazine) published at least bimonthly, if not more frequently.

**Education:** Bachelor's degree, preferably in English, Communications, or Journalism.

**Interpersonal Skills:** The ability to be clear, specific, and courteous in spoken and written communication.

**Other Skills:**

**Physical Requirements:** Job is primarily sedentary. No physical exertion required.

**Work Environment:** Office.