

JOB TITLE:	#1241 Journal Editor
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
SALARY:	\$4,176.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	14L Professional
HIRING MANAGER:	Director, Content Strategy & Publishing
POSTING DATE:	November 5, 2015
DEADLINE DATE:	Application materials must be received by December 3, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Journal Editor to serve as managing editor of the Society's scholarly journal, *Minnesota History*, handle or oversee all phases of the editing, design, and production of the print magazine and digital app, and to prepare or oversee the preparation of articles for the journal, as well as print and digital distribution. This position ensures the highest possible quality of finished product is maintained within budget guidelines and publishing schedules and in support of the larger MNHS institutional goals and strategic priorities.

RESPONSIBILITIES: 1) plan, develop, produce and distribute the contents of 4 rich, diverse, and beautifully illustrated issues of *Minnesota History* annually. (Each print issue is 44-52 pages long and includes 3 annotated articles, 4-6 book reviews, 1-4 pages of news/notes; each digital issue includes in addition enhancements such as video, audio, expanded photo galleries, interactive maps, and more). Oversee and maintain related award programs, correspondence, and information files; 2) develop, acquire and edit scholarly and popular articles by working with authors to produce new interpretations of Minnesota history for publication in the journal. Perform substantial outreach to find and work with lay and community people to develop publishable articles. Actively seek new authors, articles, and reviewers that represent the diversity and range of the state's history; 3) perform production editing on manuscripts to produce error-free and attractive issues of the journal; 4) propose and research new initiatives to improve magazine content and design, as well as its visibility, distribution, and revenues; 5) prepare annual budget requests for approval of division head and manage expenditures within MUNIS financial system to stay within approved budget; and 6) participate in courses and conferences and meetings of local, state, regional, and national professional organizations to represent the MNHS and to increase knowledge of historical trends, theories, and journal publishing.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus six years program experience or equivalent OR an advanced degree plus three years program experience or equivalent.
- Demonstrated knowledge of Minnesota and U.S. History along with anthropology, archaeology, preservation, and related disciplines.
- Demonstrated knowledge of research resources in the field and how to use them.
- Knowledge of all facets of print and digital content production: typography, layout, design, and illustrations such as maps and infographics, and print and digital production.
- Strong interpersonal and human relations skills.
- Ability to execute the highest levels of scholarly editing (copy, substantive, style, language, etc.).
- Ability to research and select photographs as integral part of Journal content.
- Ability to write and revise scholarly historical manuscripts.
- Ability to organize time well, meeting all deadlines dependably, while juggling authors, reviewers, proof management, and printing arrangements.
- Ability to judge and evaluate manuscripts with discrimination and discernment based on editorial experience.
- Ability to do original research and to check the research of others.
- Ability to work firmly and tactfully with authors whose work, if revised, can make a contribution to Minnesota History.
- Ability to edit and track changes online and manage multiple file versions with efficiency and care.

- Ability to devise editorial policies, processes, and templates for workflow and communication.
- Ability to learn and use digital software and systems such as Word, Editor's Toolkit or other editing software, Xcel, Filemaker Pro, Photoshop, Adobe Acrobat, and others.
- Ability to negotiate and review contracts.
- Ability to draft and review specifications and request for proposals.
- Ability to plan and budget expenses and revenues.
- Ability to innovate: new magazine features, new products, new content channels, new content strategies for changing audiences and to support institutional strategic priorities.

DESIRABLE QUALIFICATIONS:

- Graduate work in American History or related fields.
- Knowledge of MNHS policies and procedures.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged
- No phone calls please -