UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Editor-in-Chief

DIVISION: Communications and Community Relations

REPORTS TO: Executive Director, Communications and Community Relations

GRADE: 12

SUPERVISES: Clerical support staff; magazine contributing editors

BASIC FUNCTION:

Has overall responsibility for producing high-quality print and online versions of the University of Rhode Island’s alumni magazine, Quadangles, including managing the production of four issues annually, from inception through delivery. Responsible for setting the editorial vision and voice for the publication, developing story leads, chairing the magazine’s editorial committee, editing, proofreading, and fact-checking. Utilize knowledge of the University’s constituencies to ensure the delivery of a publication that enhances stakeholders’ understanding of the University’s mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organize and present story and content leads to the editorial committees. Guide story and content selection process.

Initiate contact with story subjects and assign freelance writers. Oversee contributing editors, art director, photographers, and designers.

Prepare and ensure timely adherence to production schedule for four annual issues of the magazine. Work closely with the Assistant Director for Design Services in planning and producing the magazine, and to assign photographers and designers.

Coordinate print magazine and online version with the Online Editor.

Develop social media strategies in consultation with other staff within Communications and Community Relations to increase visibility not only of the magazine, but of other University communications as well.

Participate in budget planning and strategic planning, and create and oversee the magazine’s annual budget. Write specs, solicit bids, and select vendor for the magazine.
Work with the Executive Director, the Alumni Relations Office, and the Foundation to develop and implement a new print production schedule that maximizes outreach efforts for communications and fundraising.

Work with Alumni Relations’ business office to arrange payment for freelancers and related charges, and with URI and State of Rhode Island Purchasing Offices.

OTHER DUTIES AND RESPONSIBILITIES:

Occasionally write for the magazine, and perform other editorial jobs for the Office of Publications and Creative Services as assigned.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Macintosh hardware and word processing software, database management and spreadsheet software; digital printers, copy and fax machines.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree; a minimum of three years of demonstrated professional editing and writing experience, including demonstrated strong skills in grammar, spelling, punctuation, and editing conventions; demonstrated experience seeking and developing stories for a periodical; demonstrated experience bridging print, online and social media strategies to maximize communications; demonstrated knowledge of offset printing; demonstrated experience with Macintosh computers and software; demonstrated experience managing and budgeting publications production; demonstrated ability to handle multiple projects simultaneously and meet deadlines; demonstrated ability to organize, coordinate, and supervise support staff; strong interpersonal skills, including demonstrated ability to communicate effectively and diplomatically with a wide array of people, including freelancers, graphic designers, story subjects, high-profile alumni, editorial committee members, Alumni Relations Director and staff, and contributing editors; demonstrated ability to work as an effective team member.

PREFERRED: Bachelor’s degree in English, journalism, or communications; three years of demonstrated professional editing and writing experience, including demonstrated strong skills in grammar, spelling, punctuation, and editing conventions, in a publications department or in a news organization in a higher education setting; experience producing alumni communications and periodicals.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.