

SNAG Editor of *Metalsmith* and *Metalsmith Tech* Job Description

Title: Editor

Reports to: Executive Director

Hours: 40+ hours/week, salary, FLSA exempt

Organization Description:

In November 1968, Philip Morton held a meeting in Chicago, attended by Robert Ebendorf, Phillip Fike, Hero Kielman, Brent Kington, Stanley Lechtzin, Kurt Matzdorf, Ronald Pearson, and Olaf Skoogfors. Out of this meeting came two clear goals: to create an organization of “designer craftsmen in the metal arts field” and to produce a conference of professional jewelers. In 1969 a larger group met two more times, establishing the basic parameters of the organization, its name, and plans for the first SNAG conference in 1970.

48 years later, SNAG is still dedicated to the advancement of the professional practice of artists, designers, jewelers and metalsmiths. SNAG fosters a vibrant and passionate community through education, innovation, and leadership in the field. SNAG holds biennial conferences, symposia, and a wide range of programming to elevate and promote the work and careers of its members.

Summary of Position:

The Editor will be the staff person overseeing the editorial content of two publications, four (4) issues of *Metalsmith* magazine annually, and two (2) issues of the new *Metalsmith Tech* magazine annually. The Editor will work closely with SNAG’s board and staff to ensure the strategies, goals, and objectives of the magazines’ missions are met. Evaluation of the effectiveness of the program, adjusting editorial offerings as needed and determined by SNAG’s ED and BOD are also an important part of this position. The Editor will be able to work remotely and can be located anywhere in the United States. The position reports to the Executive Director.

Purpose of SNAG’s *Metalsmith* magazine:

- Foster inspiration for artists, collectors, and enthusiasts of art made with metal.
- Learning new information, focusing on ideas, concepts, and innovation in the field metal art
- Engaging and documenting contemporary makers in the field of jewelry and metals
- Revenue generation to support the larger mission of SNAG

Metalsmith magazine is in its 37th year of production. According to a 2015 survey of the membership, the publication is one of the main reasons people join SNAG. *Metalsmith* magazine has received many awards for its design and is the only publication of its kind

in the field. In 2017, the board created a revised mission for Metalsmith magazine which can be found: <http://www.snagmetalsmith.org/metalsmith-magazine/about-metalsmith/>

Purpose of *Metalsmith Tech*:

- Inspiration of makers, collectors, and enthusiasts by providing a review of techniques being used in current metal arts and documenting those techniques for future generations.
- Highlighting technical processes, educational methods, and new uses for tools and supplies
- Learning new information, focusing on professional development and ways to make a living in the field
- Revenue generation

It is the responsibility of the Board of Directors, in its role as publisher, to establish, articulate, and enforce the overall vision of *Metalsmith* and *Metalsmith Tech* in a written document. The most recent *Metalsmith* and *Metalsmith Tech* missions as set forth by the Board were updated in July 2017. A copy is attached as an addendum.

Implementation of the magazines' visions as an overarching guide remains the purview of the Editor using his/her best judgment and experience working closely with the Metalsmith Magazines Committee (MSC), the Advertising and Production Director, the Executive Director, and the Board of Directors. The responsibilities of the MSC are articulated in SNAG's Metalsmith Committee Charter. The current vision document remains viable until such time that it is expressly superseded by a new document.

Duties and Responsibilities of the Editor Position

- Oversees coordination of all aspects of the editorial content of both *Metalsmith* and *Metalsmith Tech* as well as the newly expanded online website section of snagmetalsmith.org. Works closely with the Executive Director, Metalsmith Magazines Committee, and the Board of Directors.
- Responsible for the conception, solicitation, and editing of text and photographs for four (4) issues of *Metalsmith annually*, exclusive of advertising. Editor shall deliver issues of the magazine that provide a broad range of information and images reflective of the vigor, diversity, and quality of the art and studio jewelry and metalsmithing field.
- Responsible for the conception, solicitation, and editing of text and photographs for two (2) issues of *Metalsmith Tech* annually, exclusive of advertising. Editor shall deliver issues of the magazine that provide a broad range of information and images reflective of the vigor, diversity, and quality of the art and studio jewelry and metalsmithing field, focusing on techniques, education, tools and supplies, and professional development.
- Manages and oversees all details of editorial content for *Metalsmith*, *Metalsmith Tech* and the magazines' section of the snagmetalsmith.org website.

- Oversees and manages all interfaces with the graphic design firm that lays out both magazines.
- Coordinates production calendar with Advertising and Production Director and communicates such to writers, artists, and editors.
- Works with Executive Director to secure sponsorships and other support of both magazines.
- Works with the Metalsmith Committees, and the Executive Director to create and manage budget for all publications and website content.
- Responsible for the financial viability of the publications, including, but not limited to, magazine circulation, financial viability, avenue revenues and advertiser satisfaction, and other measures of financial success as determined or established by the Executive Director or Board of Directors.
- Participates in SNAG's conferences, making him/her/their self available to meet with constituents, contributors, supporters, sponsors, and advertisers.
- Issues all contracts and documents related to *Metalsmith* and *Metalsmith Tech* that fall within approved budget.
- Aids in the creation and execution of all marketing and promotions surrounding *Metalsmith* and *Metalsmith Tech*, working with both the ED and the Communications and Marketing Committee.
- Creates and coordinates annual surveys and assembles results for presentation to the board.
- Creates board reports twice a year (Spring and Fall)
- Works in conjunction with the Advertising and Production Director to create two successful magazines oriented towards editorial, financial, and other goals as determined by the ED and Board of Directors.
- Works with the Advertising and Production Director, the ED, and the Metalsmith Magazines Committee to evaluate editorial content of all publications and website content around *Metalsmith* and *Metalsmith Tech*.
- Acknowledge that *Metalsmith* and *Metalsmith Tech* are published by SNAG, and are inextricably bound to the mission and structure of SNAG, a nonprofit membership organization.
- Acknowledges that *Metalsmith* and *Metalsmith Tech* occupy a significant financial role within the organization. It is understood that the editorial content of *Metalsmith* and *Metalsmith Tech* is crucial to the magazine's success. The Board of Directors is ultimately responsible for the product SNAG publishes.
- Additional duties as assigned by Executive Director.

Qualifications

- Bachelor's or Master's degree in Writing, Art History, Jewelry and Metals, or other relevant discipline.
- An understanding of the duties of an Editor-in-Chief through past work experience working with a magazine or publishing company, including monitoring and increasing circulation, managing a publication budget, and meeting revenue goals for the publication.
- An ability to oversee and interface directly with a graphic design firm to provide the highest quality of standards visually for both magazines and to ensure the editorial

content is properly conveyed visually.

- High personal credibility, trustworthiness, enthusiasm, and integrity.
- Superb communication, editorial, writing, and interpersonal skills.
- Strong eye for visuals and decisiveness about quality in both art objects and graphic design.
- Strong sense of magazine design.
- 3-5 years work experience in editing a magazine and/or articles for publication.
- A broad knowledge of the field of jewelry and metals to include both conceptual work and technical processes.
- Passion, subject matter expertise, and demonstrable personal engagement around SNAG's mission and the field of jewelry and metals.
- Ability to involve and work effectively with a variety of people and partner organizations.
- Ability to handle and prioritize multiple tasks with attention to detail.
- Strong organizational and computer skills.
- Ability to work independently and from a home environment.
- Candidate must be able to work independently, as part of a team, and across departments.
- Candidate should be flexible and adaptable, and have a sense of humor.

Compensation

Compensation and benefits are competitive and will be negotiable based on experience. Health care allowance, 401k retirement, a home office stipend for phone/internet and supplies, and travel benefits are among the components of the editor's compensation package.