



POSITION ANNOUNCEMENT 2021: Publications Director

The National Flute Association *Inspiring Flutists, Enriching Lives*

The National Flute Association (NFA) was founded in 1972 as a common ground for flutists to exchange ideas and inspiration and has expanded in the decades since to include a quarterly magazine, an annual convention, and a dynamic assortment of scholarship programs, commissions, and member-driven initiatives. Approximately 3,000 people from all 50 states and more than 30 countries are NFA members, including leading soloists, orchestral players, jazz and world music performers, teachers, adult amateurs, and students of all ages. With 24 committees and over 80 volunteers and appointees, the NFA finds its heartbeat in its members, who keep the gears turning at full speed with their passion and limitless supply of ideas. The NFA values and celebrates the contributions of all its stakeholders and is committed to growing as a diverse and equitable organization.

The Publications Director of the NFA will be responsible for designing and maintaining a cohesive publication strategy to support NFA's objectives through stewardship of the NFA's various publications.

Essential Functions, Duties, and Responsibilities:

Flutist Quarterly

Plan, edit, and manage the content and production process to provide the quarterly 64-page member magazine. *Flutist Quarterly* transitioned from print to a digital publication in January 2021.

- Plan the scope of each issue.
- Continue to develop the format and digital content of the newly-migrated digital publication
- Write the regular letter, captions, associated copy, and occasional articles as needed; seek, gather, and manage art and images for editorial content, including reviews section.
- Assign articles, work with the editorial board and the reviews board on reviewing items submitted; edit manuscripts; work with Membership Manager to gather, log, track, and distribute items for review; seek and assign writers for reviews, obituaries, and other miscellaneous sections.
- Engage and direct external art director during production process.
- Copy edit as needed for length; engage and direct external copy editor for final copy edit.
- Oversee production process for digital publication.
- Provide associated administrative post-production duties such as compiling list of comp copies, returning materials, etc.
- Work with the Program Chair for program-related NFA convention content.
- Manage and follow up on multiple schedules.
- Liaison with the advertising sales vendor, oversee advertising sales, production, traffic, generate and update advertising collateral as needed (specs sheets, ad billing rate cards).
- Regularly correspond with contributing editors, writers, editorial reviewers, NFA staff and board members, advertising sales vendor, external vendors, and members.
- Provide text introducing each issue for the Communications Manager.

NFA Convention Program Book

Edit and manage the 300-plus-page Annual Convention Program book.

- Generate, oversee, and follow up on the production schedule.
- Work with the Executive Director, Convention Director, Program Chair, Committee Chairs, convention exhibits management, proofreaders, bios editor, public relations consultant/volunteer, and others to gather copy, edit, proofread and fact-check, and oversee proofreaders and other contributors.

- Work with the art director, advertising sales vendor, and bookkeeper during production and post-production.

Miscellaneous Publications

Work with various committee chairs, board members, staff, and others to coordinate, gather, edit, and/or generate content for annual, seasonal, or occasional projects, including but not limited to:

- Special Publications projects
- Photo archive

Other

- Regular and special reports to the Executive Director and board upon request.
- Other duties and responsibilities to be assigned as needed.

Qualification Requirements

- Minimum 5-10 years editorial and production experience in magazine/journal publishing or in a full-service publishing department or the equivalent.
- Superb editorial skills (working with writers, line and copy editing, proofreading, design supervision) and experience with scheduling procedures, design, production, and printing required.
- Knowledge of online magazine formats and digital content development
- Demonstrated knowledge of Microsoft Office required – knowledge of In-Design a plus; general knowledge of web-authoring software preferred.
- Ability to engender NFA's commitment to working with diverse constituents and communities
- Familiarity with flute musicians and music a plus; knowledge of music, musicians, and academic environments in general preferred.
- Ability to recruit freelance contractors for such functions as copyediting, proofreading, and graphic design.
- Outstanding interpersonal communications skills (written and verbal).
- Ability to create a teamwork environment.
- Ability to work independently.
- Outstanding project management skills.
- Ability to understand and work within an organizational budget.

Office Location

The current NFA office is in Chicago, Illinois. The NFA team works remotely.

Compensation for this position is competitive.

Benefits include:

- Medical and retirement benefits
- Paid holidays
- Paid vacation

Start Date: May 2021

Application Process

Please submit the following application materials no later than April 12 at 11:59pm CST via e-mail to Jennifer Clarke, Executive Director: jclarke@nfaonline.org

- Application Materials
 - Cover letter
 - Resume
 - Personal diversity statement of 500 words or fewer
 - 3-5 writing and/or publication samples (attachments or links to samples)

See the application on the NFA website: https://www.nfaonline.org/docs/default-source/default-document-library/publications-director-job-description--final.pdf?sfvrsn=4f5457ee_2

For more information about the organization, please visit www.nfaonline.org. No phone calls, please. The National Flute Association is an equal opportunity employer