

Ruminate Magazine Editor Job Description (2021)

Organization:

Founded in 2006, Ruminare is committed to cultivating authenticity through nourishing conversations while spiritually sustaining life together through action & art. We do this by publishing an award-winning quarterly literary arts print magazine, *Ruminate Magazine*, hosting our online publication, *The Waking*, and serving our local and broader community through online and in person events.

Objective:

The Editor will uphold Ruminare's mission of supporting our community of artists, seekers, and readers seeking spiritually nourishing conversations, and will develop and maintain a long-term editorial strategy that continues the high editorial standards and Ruminare's distinctive contemplative sensibility. The Editor will prioritize expanding the range of editorial and contributor voices to reflect a growing and changing audience and will continue to grow Ruminare's audience beyond its original roots in the Christian community by pursuing new networking and relationship opportunities.

Reporting to the Conservator of *Ruminate*, the Editor is responsible for overseeing production of the print magazine, mentoring and supporting the magazine contract staff editors, and working closely with the operations team to ensure the print quality, accuracy, and on-schedule publication of each issue. The Editor also is responsible for managing and overseeing the magazine staff schedules and responsibilities and contributing to editorial planning for both the print journal and online content. This position requires impeccable editing and task management skills, a heart for all that *Ruminate* represents, and compassionate management skills. This is a highly responsible position that requires considerable independent judgment and long-term vision planning.

Salary & Time Commitment:

- average hours are 15-20 hours/week, \$15,000/annually
- 3-month trial period to ensure that the position is a good fit

Editorial duties include:

- Deciding the theme for each issue based on feedback from staff, reviewing manuscripts as needed, planning special issues
- Communicating and coordinating with the Operations Team & The Waking staff regarding publication strategies & marketing schedules
- Initiating communication and direction setting for genre editors, including occasional meetings, workflow discussions and assigning tasks
- Managing and overseeing magazine staff invoices and annual reviews

- Overseeing and consulting with editors and readers to ensure they are meeting their respective production deadlines
- Assisting with management of the submissions queue, ensuring timely responses to submitters, the timely opening & closing of contest calls, quarterly calls for Reader Notes & regular submission periods
- Managing contest readers/panelists, occasionally soliciting panelists and judges
- Managing & maintaining publication files in an orderly & efficient manner
- Outreach to contributors and other editors in the literary community for cross-promotion & networking events
- Responding to communication from submitters and contributors to maintain strong, positive relationships with Ruminator's wider community
- Writing the editor's note for the magazine each quarter, and writing a monthly e-newsletter
- Collaborating with the Operations Team as needed regarding marketing
- Collaborate with the Operations Team as needed to ensure magazine content hosted on the website is accurate and up-to-date
- Assisting in interviewing and hiring contract editors and other organizational positions when needed
- Attending regular Leadership Team meetings with the Director of Operations, The Waking editor, and the Conservator
- Production duties include working with the contracted typesetter and printer, approving layout of all content and artwork, and approval of all final copy, as well as:
 - Establishing and maintaining a production schedule
 - Proofreading page proofs and checking all corrections
 - Overseeing and coordinating with an outside proofreader when needed
 - Sending page proofs to editors and placing final corrections
 - Working with printers regarding production scheduling, etc
 - Selecting, developing and editing web content in coordination with Operations & The Waking

The Editor may also be involved with the following: evaluating submitted manuscripts, grant writing, and representing Ruminator at national events.

Physical Demands:

Ability to sit for long periods of time working at a computer.