

## **Retired Faculty-Staff Association Magazine Editor Job Description**

The RFSA Magazine is published twice per year in a Fall/Winter Edition and a Spring/Summer Edition. The magazine editor may occasionally write articles, but most articles are submitted by members of the Board or by RFSA members according to the submission deadline provided by the editor. The editor plans the content of each issue and solicits articles and images from the individual contributors. The editor selects items that will be published, and prepares them for publication by editing, proofing, captioning, etc.

The Editor submits all materials to a staff member at the Ex-Students Association, who formats the magazine and incorporates the camera-ready advertisements submitted by our sponsors. The Editor and ESA staff member then work closely together to make revisions and fine-tune the magazine until it is ready to go to print.

The Magazine Editor shall:

- Work with Carol Barrett at the beginning of each semester to schedule ESA Publications Staff time. Early in the spring and fall semester (usually January and September), schedule a target date to have all articles submitted to the Editor. The Editor will have about one week after that date to do any necessary writing and editing, then deliver all materials to the publications specialist at the Ex-Students Association. The Editor must determine all deadlines then inform Carol Barrett and the Ex-Students Association and request the publication timeline.
- Determine content of each magazine;
- Work closely with the RFSA Photographer to receive all photos taken by the Photographer, Interest Group Chairs, and RFSA members. Photos of RFSA events are either taken by or sent to our Photographer, to be put on the website. The Photographer then sends all photos to the Editor, who selects which photos to use in the magazine;
- Work with all officers and interest group chairs to obtain articles and information about their activities since the last magazine; and
- Consult with RFSA officers about content, photo credits, identification, edits, etc., as necessary.
- Serve as a member of the RFSA Board.

*Updated 2023*