

JOB TITLE: #1652 Journal Editor

OPEN TO: This job is open to all applicants.

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

SALARY: \$4,679.00 monthly minimum, commensurate with experience

STATUS & HOURS: Full-time, regular (approximately 2,088 annual hours) position.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DEPARTMENT: MNHS Press

CLASSIFICATION: 14L Professional

SUPERVISORY: No

HIRING MANAGER: Director, MNHS Press

POSTING DATE: July 28, 2022

DEADLINE DATE: Open until filled

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants to oversee the production of *Minnesota History*, the quarterly magazine of the Minnesota Historical Society. The Journal Editor is responsible for handling or managing all phases of the development, editing, design, production, and distribution of the magazine in print and digital platforms. The position works to ensure the highest quality product in support of good history and of MNHS institutional goals and priorities.

SUMMARY OF WORK: 1) Plan, develop, edit, and oversee the production of *Minnesota History*; 2) Recruit and collaborate with authors and contributors of magazine content; 3) Perform and oversee editorial tasks; 4) Oversee the printing, mailing, and distribution of each issue; 5) Prepare an annual budget and manage expenditures; 6) Innovate new magazine features, content channels and content strategies; and 7) Perform and manage various administrative tasks.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Experience working as an editor, historian/researcher, and/or project manager.
- Valid driver's license.
- Ability and willingness to travel.

DEMONSTRATED SKILLS IN:

- Evaluating scholarly and historical articles with discrimination and discernment based on knowledge of the subject, strength of the research, and editorial quality.
- Project management.
- Executing the highest levels of manuscript editing (substantive, style, language, etc.).
- Multitasking, working effectively under pressure to meet deadlines, prioritizing, and adapting to changing priorities.
- Planning and managing budgetary expenses and revenue channels.
- Editing digital files and managing files with efficiency and care.
- Utilizing software such as Word, Excel, Filemaker Pro, Adobe Acrobat, and others.
- Developing and implementing processes to improve workflow and communication.
- Thinking imaginatively and problem solving.
- Collaborating with diverse groups of people and stakeholders.
- Working independently and taking individual initiative while also collaborating effectively and contributing positively in a team environment.
- Delivering positive customer service and managing relationships.
- Working with a high degree of diplomacy and maintaining confidentiality.

DESIRED QUALIFICATIONS:

- Graduate work in American history or related fields.
- Demonstrated knowledge of Minnesota and US history and related disciplines.
- Experience with original research and familiarity with relevant research tools and resources.
- Experience with scholarly editing and writing.
- Knowledge of print and digital content production, including layout, design, and print and digital production.
- Experience with magazine editing and production.
- Experience negotiating and reviewing contracts.
- Strong interpersonal and human relations skills.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.