



## Position Opening Editor in Chief, HSM Publications

The Historical Society of Michigan (HSM) seeks a qualified individual to serve as Editor in Chief of HSM Publications. This is a full-time, salaried position.

HSM—a member-supported educational 501(c)(3) nonprofit organization and the state’s oldest cultural organization—has been dedicated to telling the stories of Michigan’s peoples since 1828. The Society helps connect Michigan’s past to students, educators, historical organizations, and the public through education programs, conferences, publications, awards, workshops, referral services, networking opportunities, and support for local history organizations.

HSM publishes *Michigan History* magazine, an award-winning publication featuring diverse Michigan historical content; *Chronicle*, the organization’s membership magazine; *The Michigan Historical Review*, an academic journal exploring the state’s political, economic, social, and cultural history; the *Historic Michigan Travel Guide*; and other print publications.

The Editor in Chief, working under the direction of HSM’s Executive Director and CEO, performs a variety of editing, writing, research, graphic design, and management duties to lead the publication of HSM’s written materials and provides editorial support for the organization’s various departments. This position also involves communicating with authors, graphic designers, printers, electronic distributors, photographers, libraries/archives, and others to produce accurate, quality, professional products.

This is not a remote position. Work is to be performed in our office in Lansing, Michigan. **All applicants for this position must be vaccinated against COVID-19.**

Duties include:

- Overseeing the production of three statewide history publications: *Michigan History*, *Chronicle*, and *The Michigan Historical Review* (MHR).
- Creating and adhering to often simultaneous production schedules to ensure all magazine and journal content is being produced on time.
- Managing a group of three staff editors (Editorial Manager, Editorial Assistant, and off-site Assistant Editor for the MHR) who assist in shepherding manuscripts and magazine sections through the editorial process, as well as working cooperatively with the off-site academic editor for the MHR.
- Leading weekly editorial staff meetings to communicate progress on magazine production and to strategically slate upcoming issues to ensure diversity of content.
- Shepherding and copyediting 10 to 15 magazine manuscripts and special sections through the entire editorial process every two months.

- Shepherding and copyediting articles, book reviews, and other components of the MHR through the entire editorial process every six months.
- Soliciting magazine articles from freelance authors, historians, and industry professionals to ensure accurate, engaging content.
- Researching and locating historical images to accompany articles, as well as requesting permission to reproduce those images from individuals, organizations, etc.
- Maintaining communications with book publishers and reviewers: ordering books for review and distributing the publications to book-review authors.
- Communicating with a pool of freelance graphic designers to assist in the creation of magazine layouts, in addition to completing page layouts in Adobe InDesign for select magazine sections using existing templates.
- Formatting the semiannual journal for publication in Adobe InDesign and preparing galley proofs, including front cover, front matter, introduction, 4-6 articles, 10-20 book reviews, books received, back matter, and back cover.
- Preparing print-ready digital files for production by printers and electronic distributors.
- Reviewing queries and submissions for redundancy and compliance with organizational guidelines.
- Reviewing completed articles to make sure they adhere to HSM's style and specifications.
- Issuing and obtaining permission forms/publication agreements from authors, photo contributors, and others.
- Writing promotional copy and original content for magazines, conferences, and programs/events as needed.
- Editing all official correspondence and marketing materials for various HSM departments.
- Other duties as assigned.

**Reports to:** Executive Director and CEO, Historical Society of Michigan

**Pay Rate:** \$47,000-53,000 per year based on experience, plus vacation, health, retirement, and other benefits. This position works out of our Lansing office. This is not a remote position.

**Minimum Qualifications:**

- Minimum of 5 years professional experience copyediting, writing, and proofreading.
- Bachelor's degree in English, history, journalism, communications, marketing, or a related field.
- Excellent written and verbal communication skills, along with strong vocabulary, spelling, and grammar skills.
- Competency using Microsoft Office, Google Workspace, and Adobe Creative Suite (especially InDesign and Photoshop).
- Experience working with print publications.
- Experience working with specification sheets and style guides, especially the Gregg Reference Manual and the Chicago Manual of Style.

- Demonstrated ability to work independently and as a team member.
- High level of problem-solving and organizational skills.
- Must be detail oriented.
- Interest in Michigan history and/or interest in nonprofit organizations a plus.

Review of applications will begin immediately and continue until the position is filled. We encourage applications from under-represented groups, including minorities, women, and people with disabilities.

To apply, please email a cover letter and resume to [resume@hsmichigan.org](mailto:resume@hsmichigan.org) with the subject line "Editor in Chief, HSM Magazines."