



MIT Position Description

Job Title: Editor 2	Position Title: Associate Editor
Reports to: Ally MacDonald	% Effort or Wkly Hrs: 100
Department: Sloan Management Review	
Date: 07.30.20	

Position Overview:

[MIT Sloan Management Review](#) is seeking an associate editor to join its dynamic content team. This contract position provides an opportunity to work with a growing publishing organization that is continually breaking new ground. We seek an associate editor with sharp editorial instincts and experience acquiring and maintaining author relationships.

Under the direction of the senior editor, digital, the associate editor will play a role in supporting the publishing of daily digital content for *MIT SMR*. The role will be responsible for all editorial tasks involving written content to ensure that material is clear, consistent, complete and credible and that text is well written, grammatically correct and accessible. The associate director will manage existing SMR author relationships and will also need to research, source, and acquire new authors from both academic and practitioner fields. The ideal candidate will have direct experience editing and/or writing for digital outlets, translating content for non-expert audiences, and building their own content and acquisitions pipeline. Familiarity with or willingness to learn leading management and business topics will be essential for success.

Principal Duties and Responsibilities (Essential Functions):**

- (40%) Edit (development and line editing) original authored contributions from academic authors, management consultants, independent researchers, and executives. Formats include short-form blogs, columns, essays, interviews, research highlights, and new emerging content types. Follows projects through all stages of production.
- (15%) Source, acquire, and maintain new author relationships. May correspond with authors on editorial problems and on review of editing. Acts as liason with authors throught production process.
- (10%) Develop content with a specific focus on topics relating to the digital future of management
- (10%) Review new editorial submissions on a weekly basis using content submission platform and provide detailed assessments to senior members of editorial team
- (10%) Under direction of senior editor, curate and write copy for weekly column and newsletter focused on top management topics
- (15%) combined for five bullets below
 - Collaborate with digital and design team to create editorial figures and infographics for articles
 - Update and populate key editorial systems and maintain daily calendar
 - Project manage article production tasks



- Assist and support developing special digital content initiatives (interactives, web series, webinars, videos)
- General editorial administration duties

Supervision Received:

Works under the direction of the senior editor. Independent decision-making is also required.

Supervision Exercised:

May assigns and oversee work of external development editors

Qualifications & Skills:

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field
- Minimum 3 years of journalistic, professional writing, or editorial experience

PREFERRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in English, journalism, business administration
- 3-5 years' editorial experience with progressing responsibilities
- Experience with author management, trafficking content through different stages of development, and some knowledge of digital production
- Detail-oriented with experience managing multiple projects and deadlines at once
- Familiarity with academic research
- Must be collaborative: eager to contribute to a small, distributed team and work with team members outside of editorial
- A demonstrated interest in management, leadership, and technology topics
- A creative and entrepreneurial spirit; able to generate new ideas/approaches
- Experience developing an array of digital content beyond text (videos, interactives, audio)
- Experience with CMS systems (WordPress), web analytics (Google Analytics), and project management and collaboration platforms (Asana, Slack)
- Some familiarity with SEO best practices

Competencies:

Is self-directed and proactive while advancing work and achieving results

Collaborates with others while respectfully advancing organizational goals and achieving desired outcomes

Communicates openly and effectively by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

Builds diversity and inclusion by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive

Demonstrates desire and drive for learning that enhances individual performance and contributes to organizational effectiveness

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.