

### MIT Position Description

<b>Job Title: Editor 3</b>	<b>Position Title: Features Editor, SMR</b>
<b>Department: Sloan Management Review</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Reports to: Editorial Director, Magazine</b>	

**Remote work expectations/opportunity for this role:** The features editor will work part-time in the office and part-time remote in a combination that most effectively achieves their goals.

#### **Position Overview:**

MIT Sloan Management Review seeks an experienced editor to support the acquisition and development of feature articles that will help business executives lead innovative, sustainable, and thriving organizations that create value for their shareholders, customers, employees, and communities.

Working closely with the magazine editorial director and digital editors, the feature editor will evaluate submissions for intellectual rigor and practical relevance, work with authors to develop their contributions into accessible feature articles that meet high editorial standards, and contribute to strengthening MIT SMR's position as one of the world's most respected and highly cited sources of management insight.

#### **Principal Duties and Responsibilities:**

**Under the direction of the magazine editorial director, the senior editor, features, will lead the evaluation, acquisition, editing, and production of rigorous, evidence-based thought-leadership articles, including:**

- Lead the editing, writing and production of compelling stories about people, ideas and events for features articles. Serves as top editor on all Frontiers content to shape stories from contributors. Work closely with authors to develop their manuscripts into feature articles that meet MIT SMR's standards for accuracy, research-backed insights into management practice, and actionable advice. Set deadlines and allocate editorial assignments. Serve as developmental editor on some content; top editor on others. Hands-on manuscript editing to include both line editing and rewriting. **(50%)**
- Evaluate proposals and article submissions as a member of the *MIT SMR* manuscript review team and make recommendations for acceptance. Provide author feedback on submissions, including suggestions for revision as appropriate. **(15%)**
- Collaborate with colleagues across the content lifecycle (from idea to acquisition to editing to production and promotion, including social media) to provide our audience with the best content in the best format and medium. Meet production deadlines and collaborate with colleagues to resolve questions and issues that arise throughout the publishing process. **(10%)**
- Contribute to the development of editorial strategy, identifying editorial themes, relevant coverage areas, and opportunities. **(5%)**
- Work with art directors to devise text elements, graphics, and interactives for engaging magazine layouts and online experiences. **(5%)**
- Develop expertise on core MIT SMR topics and identify emerging topics that are important to senior executives and managers. Identify and draw on resources for finding authors and article ideas, including academic journals, business publications, and events. **(5%)**

#### **Additional responsibilities (10%)**

- Develop a network of experts and potential authors, including building relationships at MIT Sloan and other leading business schools.
- Solicit and acquire major research features and essays from academics, consultants, executives, and other subject-matter experts.
- Plan long-term editorial pipeline with editorial director and editor in chief.
- Other duties as required

**Supervision Received:** Reports to Editorial Director, Magazine.



**Supervision Exercised:** Supervises contract editors as needed.

**Qualifications & Skills:**

Qualifications and Skills:

Required:

- Bachelor's degree
- Minimum 5 years of journalistic, professional writing or editorial experience.
- Experience writing or editing content for a senior-level business audience (minimum 5 years)
- Strong familiarity with, and demonstrated interest in, management and business topics
- Ability to translate academic prose for the layperson, clearly articulating academic ideas in language that is accessible to practicing managers and business executives
- Direct experience as a developmental editor of long-form articles
- Outstanding writing and editing skills
- Demonstrated ability to manage relationships with expert contributors such as academic researchers and business practitioners using a high degree of tact and diplomacy
- Experience working in a print/digital environment
- Demonstrated ability to manage multiple projects simultaneously

Preferred:

- Resourcefulness as a researcher/fact-checker; journalism experience not required but helpful.

*Selected candidates will be expected to complete an editing test as part of the evaluation process.*

**Competencies:**

- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
- **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
- **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
- **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- **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
- **Influences others** by gaining commitment, buy-in, and support

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