



# NATIONAL GENEALOGICAL SOCIETY

**Contract:** Editor, *NGS Magazine*  
**Department:** Publications  
**Contract Manager:** Executive Director  
**Location:** Home Office/Remote

## About Us

The National Genealogical Society (NGS) is a membership society that serves the genealogy and family history community. NGS serves an individual member base of approximately 8,000 professional and amateur genealogists and family historians and approximately 500 member organizations, including local genealogy societies, libraries, archives, and museums. We foster collaboration and best practices in advocacy, education, preservation, and research. We enable people, cultures, and organizations to discover the past and create a lasting legacy.

NGS operates with a lean team of five full-time and three part-time employees and additional contractors.

The position is a part-time, work-from-home contract role.

## Position Summary

*NGS Magazine* is one of the National Genealogical Society's premier member benefits. The contractor manages the quarterly publication process for each issue, from the initial concept to submitting the final layout to the printer. Each issue contains sixty-four pages, with the digital version produced in full color and the print version in grayscale with a two-color cover.

The Editor's primary responsibilities include:

1. overall editorial direction, including maintaining an editorial calendar that ensures each issue's articles reflect a specific thematic direction and soliciting authors
2. overall production direction, including supervising the contract art director
3. coordination with the other NGS components for news articles (Mar/Com Team) and the Society Forum column (Delegate Council), and for genealogy education needs (Education Director)
4. maintaining a procedures manual.

The *Magazine* includes NGS News, feature articles, and three regular columns. While some unsolicited articles are submitted, the Editor is responsible for soliciting feature articles and

columns for every issue. The Editor selects articles for publication, edits them for content, style, accuracy, and clarity, and ensures the production of a high-quality publication.

The Editor engages volunteer writers, columnists, proofreaders, and other assistants as needed. A contract art director creates the layout and graphic design of *NGS Magazine* under the supervision of the Editor. NGS staff handle advertising sales.

The Editor consults as needed with an advisory committee, which assists in an editorial capacity on matters affecting the *Magazine*. The contractor works closely with staff, other contractors, and volunteers to fulfill the mission of the Society and pursue its commitment to ethical purpose.

## **Essential Job Functions**

### **1. Editorial Direction**

- Maintain the editorial direction and standards of *NGS Magazine* through themed issues and a comprehensive editorial calendar.
- Chair the *Magazine's* advisory committee, develop and maintain a committee charter, and coordinate with the Executive Director to recruit advisory committee members.
- Select articles for publication; edit them for content, style, accuracy, and clarity; and ensure the production of a high-quality publication.
- Ensure all content conforms with NGS standards and the NGS style guide.
- Solicit authors to write feature articles and coordinate with columnists on content for each issue.
- Integrate the Society's educational strategies into editorial direction as appropriate.
- Update the *Magazine's* index annually.
- Monitor industry trends and competitive publications and work with the advisory committee to position the *Magazine* effectively in that mix.

### **2. Production and Coordination**

- Engage volunteer writers, columnists, proofreaders, and other assistants as needed.
- Coordinate with staff on paid and in-house advertising.
- Supervise the contract art director in executing the layout and design of each issue.
- Coordinate print production with the contract print house.
- Manage the digital publication process with NGS's IT and marketing teams.
- Ensure the masthead and other required information in the *Magazine* are up-to-date, and complete the regulatory requirements to print the annual statement of ownership/circulation.
- Work with the NGS board, staff, magazine advisory committee, and art director to develop a modern look and feel for the *Magazine* as soon as practicable.

### **3. Administration**

- Maintain a procedures manual in the NGS files sharing system.
- Ensure all final work products, contracts, agreements, etc., are uploaded to the NGS files sharing system.
- Other duties as assigned.

### **4. External Relations**

- Speak to local genealogy organizations about writing opportunities when available.
- Attend the NGS Family History Conference (required).
- Participate in RootsTech as needed.
- Serve on NGS's Newsletter Competition review committee.
- Attend board meetings as requested by the Executive Director.

### **Position Key Metrics**

- Successfully publish four issues per year on time.
- Create and maintain an annual editorial calendar.
- Complete at least two advisory committee meetings annually.
- Publish at least 25 percent of articles on topics or authors from members of a traditionally underrepresented group in NGS, including diverse racial, ethnic, disability, and religious backgrounds.

### **Experience**

- Bachelor's degree in English, Communications, Journalism, or a related field is preferred.
- Proven genealogical research, writing, and editing experience is required.
- Prior experience editing genealogy society or library newsletters, or other genealogy publications is strongly preferred.
- Demonstrated track record in editorial management.

### **Skills and Competencies**

- Excellent editing and proofreading skills.
- Collaborative communication style.
- Strong project management and deadline-driven mindset.
- Established network within the genealogical community.
- Keen sense of visual and text design.

### **Physical Requirements**

Most work is performed on a personal computer, sitting at a desk for long periods throughout the day.

- Professional composure in stressful situations.
- Ability to stand and walk during conferences and meetings.

- Evening and weekend work is occasionally required, particularly during NGS events and RootsTech.

### **Work Environment**

- The contract position equals approximately 624 hours annually or 12 hours per week.
- The contract is work-from-home.
- Travel requirements equate to approximately two weeks per year, with additional travel possible dependent on NGS needs and budget.
- We operate in a Google environment and use Zoom regularly for meetings.

### **Ownership of Work**

All work created in this position is work for hire and the property of NGS.