



ASTRONOMICAL SOCIETY OF THE PACIFIC

February 18, 2020

Job Position: Editor, *Mercury* Magazine

Contract Position

JOB SUMMARY

The Editor works with the Director of Membership and reports directly to the ASP's Chief Executive Officer. This position has responsibility for the content, style, and quality of the magazine, ensuring *Mercury* and *Mercury Online* serves the ASP's mission to increase science literacy through astronomy. The Editor solicits articles, finds and selects images and art elements, writes stories and other items as required, edits all copy, and works closely with a designer during all stages of the magazine's production. The Editor must possess a broad knowledge of astronomy and/or space science in addition to having strong editing and proofreading skills. The ASP is also seeking better ways to reach a wider, younger, and more diverse audience, so the successful candidate for the position will have knowledge of and experience in innovative approaches to creating and disseminating digital content.

JOB RESPONSIBILITIES

- Coordinate the online publishing cycle and manage content areas.
- Set publication standards, and establish goals and expectations.
- Comply with media law, copyright law, and ethical guidelines.
- Recruit and manage writers and columnists; solicit articles and work with guest authors throughout story development.
- Find and select photography and other art elements, including seeking permission to publish as required.
- Write articles, columns, and web material as needed for each issue.
- Edit, proofread, fact check, and otherwise improve the content during all stages of production.
- Oversee the development of the layout for each issue.
- Meet production and publication deadlines.

REQUIREMENTS

- Minimum of a BS in astronomy, space science, or related field.
- Minimum four years work experience as an editor, with a strong preference for editorial experience in popular astronomy, popular science, or equivalent.
- Strong writing, editing, and proofreading skills.
- Hands-on experience with *InDesign* (or *InCopy*) and *Photoshop* (*Elements* as a minimum).
- Proven familiarity with social media and social media best practices.
- Excellent written skills in English.
- An eye for detail along with critical thinking and creativity.
- Ability to prioritize and meet deadlines.
- Dedication to serving the mission of the ASP



ASTRONOMICAL SOCIETY OF THE PACIFIC

COMPENSATION AND BENEFITS

This is a freelance, contract position, paid quarterly upon successful publication of each issue of the magazine. This position does not include benefits. Compensation to be determined based on the qualifications of the applicant.

DEADLINE

The position will remain open until filled.

HOW TO APPLY: E-mail a **cover letter** and **resume** to search@astrosociety.org. Your **subject header** should read *ASP Mercury Editor*. No phone or e-mail inquiries.

The ASP is committed to a diverse workforce.

ABOUT THE ORGANIZATION

The ASP is a 501c3 nonprofit astronomy organization, headquartered in San Francisco, whose mission is to inspire and support professionals, educators, amateurs and “armchair” enthusiasts. The ASP develops and disseminates astronomy toolkits, programs, publications, education resources, and on-line tools in its mission to inspire youth and adults. The ASP’s efforts target K-12 classrooms, museums, planetariums, national and state parks, nature centers, astronomy clubs, and city sidewalks. The ASP partners with NASA, the American Astronomical Society, the National Science Foundation, and other leading professional and educational organizations in North America and overseas. Financial support comes from a diverse portfolio of sources that includes government agencies, private and corporate foundations, corporate sponsorship, earned revenue, and donations from ASP members and the public. The organization’s annual operating budget is approximately \$2,500,000, and the institution employs a staff of 12 people.

ABOUT MERCURY

Along with its professional publications for research astronomers, the ASP publishes *Mercury*, a popular astronomy-themed magazine. *Mercury*’s precursor — the *A.S.P. Leaflets* — was first published in 1925 and featured non-technical articles by some of the most renowned astronomers of the time. Currently, *Mercury* is a 30-40 page digital magazine published quarterly, featuring articles showcasing the latest developments in astronomy as well as Society news and monthly sky events. *Mercury* is disseminated electronically to all members and is archived on the ASP member web portal. In addition, the ASP recently launched “*Mercury Online*,” a web-based edition of the magazine that disseminates current astronomy news and special stories of interest to the community.