



ASTRONOMICAL SOCIETY OF THE PACIFIC

July 22, 2024

Job Position: Editor, Mercury Magazine, mercury-messenger.org

Freelance - Contractor

GENERAL SCOPE

The Editor works with and reports directly to the Director of Membership and Communications. This position has responsibility for the content, style, and quality of *Mercury*, a dynamic online magazine focusing on the intersection of astronomy and culture. *Mercury* 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 is responsible for the magazine's design and 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.

DELIVERABLES

- 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 including organizing contracts and invoices; solicit articles and work with guest authors throughout story development and editorial process
- Write articles, columns, and web material as needed
- Find and select accurate scientific images and other art elements, including seeking permission to publish as required
- Create a publishing calendar and meet established schedule of deadlines
- Manage and implement multiple publishing tasks using current magazine platform (*Foleon*)
- Follow news and discoveries in astronomical science, astronomical outreach, to ensure *Mercury* content is up to date
- Maintain a cohesive brand and product: grammatical style guide, guidelines for writers
- Edit, proofread, fact check, and otherwise improve the content during all stages of production
- Work with Director of Membership and Communications to create a working budget each fiscal year
- Support the increase of subscriptions through the use marketing & social media

REQUIREMENTS

- Minimum of an undergraduate degree in astronomy, physics, space science, or related field
- Minimum six years of science writing and editing experience, understanding how to communicate with the public and describe complex astrophysics concepts in understandable terminology, popular astronomy, popular science, or equivalent.
- Strong science writing, editing, and proofreading skills
- Hands-on experience with publishing on website platforms and specifically *Foleon* or the proven ability to quickly learn *Foleon*; familiarity with or experience with *Photoshop* (*Elements* as a minimum)
- Proven familiarity with social media and social media postings and best practices
- Excellent written skills in English
- An eye for detail along with critical thinking and creativity
- Budget management and contract review experience a plus
- Ability to prioritize and meet deadlines
- Dedication to serving the mission of the ASP



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COMPENSATION AND BENEFITS

This is a freelance, contract position, paid monthly. 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

The ASP has published professional publications for research astronomers since 1889 including the *Publications of the Astronomical Society of the Pacific* and the *ASP Conference Series*. In 1972 the ASP began publishing *Mercury* as a popular astronomy-themed online magazine, exclusively for ASP Members. *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. Starting in 2024, *Mercury* is now a subscription based, online magazine focusing on the various ways astronomy intersects with science, education, culture, history, and art, and showcasing the latest developments in astronomy. *Mercury* archival issues between 2007-2023 are available on the magazine website to subscribers only.
www.mercury-messenger.org