

POSITION AVAILABLE:

EDITOR of *Theatre Organ*, The Journal of the American Theatre Organ Society

The American Theatre Organ Society is seeking an individual with experience in the field of publications for the position of Editor of the organization's bi-monthly journal, *Theatre Organ*.

The specific job description is stated below.

ATOS seeks an individual with at least three years experience in the field of publications, with a solid background in writing, editing, layout and design and the various aspects and tasks associated with producing journals of this magnitude.

Compensation is negotiable.

Please submit your resume and samples of writing and other materials you deem appropriate to:

Donna Parker, Publisher
Post Office Box 6103
Aloha, Oregon 97007-0103

Deadline for submission is Friday, February 25, 2010.

It is ATOS' intention to complete the process and fill the position no later than March 10, 2010.

AMERICAN THEATRE ORGAN SOCIETY (ATOS)

JOB DESCRIPTION

THEATRE ORGAN EDITOR

1. Reports directly to the Publisher and is a member of the Publications Committee.
2. Take in raw material from around the world to assemble into a bimonthly journal (published and sent during the odd months of the year).
3. Ensure that convention material is in place for various issues pertaining to pre-convention publicity and post-convention reviews.
4. Work with membership, Board of Directors, and journal staff to produce a publication which reflects the general make-up of the organization. A flexible approach must be taken regarding content, including:
 - Feature articles
 - Technical works
 - Record reviews
 - Chapter news
 - Obituaries
 - Young Theatre Organist Competition announcements and results
 - Awards and Recognition recipients
 - “Pipe Piper” annual listing
 - President’s message
 - Letters to the Editor
 - Special announcements which the Board may require
 - Advertising
4. Proof read PDFs. Check for accuracy of photo placement and captions.
5. Implement policies of the Board and Publications Committee.
6. Place in appropriate issues material pertaining to the operation of ATOS, including:
 - Bylaws
 - General membership meeting minutes

- Continual update of masthead information as provided by the Secretary
- Special activities of committees
- Announcement of the annual general membership meeting
- Announcement of the call for election nominations, awards, etc.

7. Work with the designer to continue to develop fresh graphics for *Theatre Organ*.

8. Work with the printer to ensure timely publication of *Theatre Organ*.

9. Publish, periodically, the methods for submitting materials, especially chapter news.

10. Assign associate editors as necessary.

11. Coordinate space requirements for advertising.

12. Always ensure that the deadlines for submission of materials and time-lines for design and proofreading activities are met.

13. Either file or provide to the Archive & Library photographs which have been provided.

14. Coordinate the review process for conventions. Also ensure that photos are taken at the various conventions for publication in the reviews.

15. Stay within the maximum limit of pages as approved by the Board.

16. Obtain information from the ATOS Marketplace concerning what needs to be included or updated on the outer cover for ordering information.

17. Ensure that the member address information is provided to the printer by the Executive Secretary in time to meet publication deadlines.

Revised by Parker, 3 February 2010