

**Heat Treat Today**, a leading North American heat treat industry media brand that produces various e-newsletters, print & digital magazines, a website, and podcasts, is looking for an associate editor. This is a great opportunity for someone with a strong eye for detail and a passion for the practical to join us in our belief that our readers are happier and make better decisions when they are well informed about heat treating technologies and news. Our target audience is decision makers working for North American manufacturers with in-house heat treat operations.

Our team is characterized by a) helpfulness, b) polite aggressiveness, and c) innovativeness. We like to take advantage of technology to help us achieve our goals, so the right person for this position will be competent (or highly trainable) in navigating digital technologies and editing to engage audiences on social platforms. We are also driven by the commitment to “always do the right thing” as defined by eternal moral truths like those found in the 10 Commandments. Above all things, we want to be honoring to Christ as we strive to help those within our sphere of influence.

### **Associate Editor**

#### *Job Type – Full Time Employee*

The Associate Editor at **Heat Treat Today** (HTT) is timeline-oriented, balancing copy editing and proofing tasks across multiple products and content types in a variety of manufacturing topics. Primarily, this person provides formatting, copy editing, and proofing actions to the 12 annual HTT magazines. Secondly, this person leads the content assembly, proofing, and approvals for the 5 brands of bimonthly/quarterly industry e-newsletters. As an associate editor, various short- and mid-term projects may be assigned throughout the year, such as content research, product management, communications support, style guide research, etc.

Qualities of a successful Associate Editor:

- strong writing skills for developing editorial content about the heat treat industry
- reliable editing and proofing skills for regular content editing and copy editing tasks
- strong communication skills for interacting with the remote team and with authors, consultants, and contacts
- familiarity with Chicago and/or AP style guide manuals
- passionate about consistency and details
- growth mindset with an edge for learning
- enjoys working on a variety of work

Key responsibilities:

- Key content editing eyes: format, edit and proof editorial content submitted for HTT's 12 publications and website
- In-house copy-writing: write editorial content based on independent research and/or submitted content
- Monthly e-newsletters editing role: responsible for planning editorial content, formatting and proofing all content, and leading editorial checks for all 5 industry "monthly" – that is, bimonthly or quarterly – e-newsletters. In total, 24 "monthly" e-newsletters deploy each year (or 2 per month).
- Editorial systems assistance: manage updates and quality of the heat treat industry calendar and trade show calendar, archive e-newsletters weekly/monthly, manage communications with consultants, lead style guide formatting norms.
- Implement HTT editorial standards: ensure content is non-commercial/as non-commercial as possible (based on the product); ensure consistent formatting and proofing norms across articles and editorial content; and contribute editorial content ideas to reach our target audience.
- Support strategic management, communications, and editing involved with **Heat Treat Today's 40 Under 40** annual award.
- Work with Bethany Leone (BL) on various editorial or content management projects as mutually agreed.

Additional Details:

- **Reporting structure:** Weekly same page meeting with immediate supervisor, Managing Editor (BL).
  - The Associate Editor will be in regular contact with the full editorial team to execute workflow. Weekly meetings with the editorial team and monthly meetings with the full HTT team are expected.
- **Communication:** Primarily via Microsoft Teams with the HTT team.
- Opportunities for domestic travel for industry events and education opportunities.
- This is a full-time role in a timeline-driven industry, so hours may fluctuate based on the editorial products at hand.
- **Compensation:** \$3500/month

If interested, please contact Bethany Leone, Managing Editor, via email at [bethany@heattreattoday.com](mailto:bethany@heattreattoday.com).