

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 a part-time editorial assistant. This position is for someone with a strong eye for detail and desire to provide editorial copy editing support and additional extemporaneous editorial administrative support.

In doing so, you will join us in our publication's purpose: ensuring that industry readers are happier and make better decisions by helping them be 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.

Editorial Assistant

Job Type – Part-Time Employee

An Editorial Assistant at **Heat Treat Today** (HTT) is someone who digs into the details and seeks consistency throughout their work. This person works on all articles and editorial products that make up the 12 annual HTT magazines. As the editorial assistant, various short- and mid-term projects may be assigned throughout the year, such as content research, product management, style guide research, etc. Further roles described below.

Qualities of a successful Editorial Assistant:

- reliable editing and proofing capabilities for regular content editing and copy editing
- strong written and verbal communication skills
- passionate about consistency and details
- familiarity with Chicago and/or AP style guide manuals

Key responsibilities:

- Editing content (copy editing) for HTT print/web publications
- Proofing editorial content in Word Documents and PDFs at different stages
- Working with Bethany Leone (BL) on various editorial administrative support projects as mutually agreed

- Other products or projects as mutually agreed

Additional Details:

- **Reporting structure:** monthly same page meeting with immediate supervisor, Managing Editor (BL).
 - The Assistant 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 part-time role in a timeline-driven industry, which entails some time flexibility in meeting these deadlines, depending on the products at hand. We estimate the candidate will be working around 5-10 hours per week in this role. Time could be shorter/longer depending on the time of year and/or the individual.
- **Compensation:** \$625/month

If interested, please contact Bethany Leone, Managing Editor, via email at bethany@heattreattoday.com.