

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 editorial specialist. This is a position for those with a strong eye for detail and desire to provide editorial copy writing, communications, and support to create exceptional technical, news, and educational products for the North American in-house heat treat industry. In doing so, you will join us in our goal that industry 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.

Editorial Specialist

Job Type – Part-time Employee

The Editorial Specialist at **Heat Treat Today** (HTT) is someone who is excited about content editing and copy editing articles across a variety of manufacturing topics. This person works on all articles and editorial products that make up the 12 annual HTT magazines. Additionally, this person leads the content assembly, proofing, and approvals for the 5 brands of bi-monthly/quarterly industry e-newsletters. As an editorial specialist, 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 Specialist:

- reliable editing and proofing capabilities for regular content editing and copy editing
- strong communication skills internal and external communications
- reliable copy writing skills
- passionate about consistency and details
- growth mindset with an edge for learning
- familiarity with Chicago and/or AP style guide manuals
- strong time-management abilities

Key responsibilities:

- Key content editing eyes: edit and proof editorial content submitted for HTT's 12 publications and website
- Periodic 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 (2 per month).
- Editorial systems assistance: manage updates and quality of the heat treat industry 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.
- 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 Editorial Specialist 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 expect the candidate will be working 20-25 hours per week in this role. Time could be shorter/longer depending on the time of year and/or the individual.
- **Compensation:** \$1750/month

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