



Missouri Music Educators Association
Missouri School Music Magazine Editor

RATIONALE: To provide the highest quality publication that represents the MMEA mission, vision, and goals on a quarterly basis each year.

Position Responsibilities:

- Edit all submitted MSM magazine edition material for content and clarity.
- Solicit advertisements for the magazine and engage in regular communication with *MSM* advertisers.
- Design and prepare the magazine print document (usually 60-80 pages).
- Coordinate printing of the quarterly MSM magazine.
- Execute and maintain all financial records and processes relating to the development and production of the MSM.
- Coordinate all financial reporting to the designated CPA.
- Engage in regular communication with MMEA board members, NAFME editorial staff, and printing company.
- Prepare a variety of reports as requested by the MMEA executive board.
- Attend all scheduled MMEA Board of Directors Meetings.
- All other duties related to the quarterly publication of the MSM.

Qualifications:

- The MSM Editor must have working knowledge of InDesign software.
- The MSM Editor must have a working knowledge of Microsoft Word and Excel software programs.
- The MSM Editor must have a working knowledge of the QuickBooks financial software.
- All qualified candidates must have a working knowledge of the music education profession.

Compensation:

- Annual compensation of \$6000 to be paid upon successful completion of the annual performance evaluation.
- Mileage for MMEA Board Meetings.
- Conference expenses including room and meals.