

EDITOR-IN-CHIEF RESPONSIBILITIES AND REQUIREMENTS

Responsibilities Specific to the Magazine:

- Develop the *CI* editorial calendar: plan and manage the content of each issue; cultivate and manage sources for content, including contributions by industry professionals, ACI committee representatives, and freelance writers; manage peer reviews as appropriate; and review copy.
- In cooperation with the Managing Editor, research, write, and edit feature copy and other content as needed; oversee design, layout, proofing, imposition, printing, and digital edition production for each issue; and ensure appropriate approvals during each cycle of production.
- In cooperation with and in support of the Publisher, interact with the agency representing *CI* advertising sales to ensure that the promotional strategy is effective; oversee the work of the agency, including production of the annual media kit and development of promotional campaigns and reader surveys; and prepare and manage the budget for *CI*.
- Represent the ACI and *CI* brands professionally at the ACI Concrete Convention as well as other industry meetings, trade shows, and conferences.

ACI Staff Member Duties:

- Work with the Publisher to develop and maintain budgets and forecasts for assigned expense lines.
- Provide support for staff and volunteer efforts toward advancing ACI's vision and mission, including collaboration with internal resources and stakeholders to solve project specific workflows and bottlenecks.
- Work with ACI's marketing team to execute communication plans.
- Collaborate with ACI volunteers to source articles and maintain positive working relationships with a diverse and widely dispersed population of ACI members and industry partners.

Management and Supervisory Responsibilities:

- Directly manage the *CI* team.
- Maintain team by recruiting, selecting, orienting, and training by developing and supporting personal and professional growth opportunities.
- Accomplish outstanding team results by communicating job expectations; planning, monitoring, and appraising job results; and coaching and counseling team members.
- Determine the audience, voice, and purpose of *CI*; communicate your vision clearly to the team; inspire excellence in source development, story selection, and story structure; and guide team members in making difficult and important editorial choices regarding accepting and declining submissions.
- Assign and track projects to ensure deadlines are met and projects are accomplished.

Preferred Background:

- Bachelor's degree in journalism, communications, engineering, or liberal arts and sciences.
- 5+ years of successfully leading an editorial team.
- Experience in business-to-business or business-to-consumer writing, content vetting, and copyediting.
- Experience and interest in creating and curating quality content across several channels, including print, e-newsletters, blogs, websites, whitepapers, webinars, podcasts, video, and social media.
- Familiarity with common systems and platforms used in production and deployment of such content.
- Experience providing creative input to the overall look of a magazine and managing editorial photography.
- Possess a forward-thinking and proactive approach to collaboration.
- Strong organizational and time-management skills, with demonstrated ability to meet deadlines with extreme attention to detail.
- Excellent face-to-face and written communications skills, including use of social media.