Managing Editor

Key Responsibilities:
- Produce and/or supervise production of all department items for each CI issue, includes but is not limited to: Letters, President's Memo, On the Move, News, Products and Practices, Products Showcase, Industry Focus, Calls for Papers, Chapter Reports, ACI Committee Document Abstracts, and Meetings
- Write and compile articles on projects and events
- Conduct final edit of manuscripts and department items, and prepare files for production
- Write convention scripts and craft external ACI communications
- Attend convention sessions and discuss potential articles with paper authors
- Monitor and respond to queries from Publishing Services staff
- Editorial preplanning
- Work collaboratively towards continuous improvement activities
- Support ACI's mission and goals as it relates to job assignments

Requirements:
- Bachelor's Degree in journalism, communications, or related field
- Five years of experience in publishing
- Working knowledge of MS Office Suite
- Working knowledge of Adobe Acrobat and photo editing programs
- An individual in this position will be required to attend conventions, trade shows, off-site meetings, industry conferences, training events, or other business-related events which could involve multi-day overnight travel.

Preferred Attributes:
- The ability to develop concise, insightful, and useful articles containing reliable information based on observation of events, presentations, or interviews
- Strong analytical skills
- Knowledge of Chicago Manual of Style
- Able to prioritize, handle multiple tasks, exercise independent judgement, and meet deadlines
- Ability to work with confidential information and maintain discretion, a high standard of conduct, and ethics
- Flexibility and willingness to take on new projects and tasks
- Ability to effectively communicate internally and externally in a diplomatic manner
- Ability to work independently and as part of a team, with minimal direction or supervisionForeign language skills may be beneficial