**Editor/Designer of**

***The Friesian ©* Magazine**

**Job Title:** Editor/Designer

**Supervisor(s):** Executive Director

*The Friesian ©* magazine is the official breed journal of the Friesian Horse Association of North America (FHANA). *The Friesian* © is owned and operated by the The Friesian Horse Association of North America (FHANA) which exists to “Protect and Preserve the KFPS Friesian Horse”. *The Friesian* © is published quarterly January/February, April/May, July/August, and October/November.

**General Job Description:**

*The Friesian ©* magazine Editor/Designer serves as the team leader for the magazine. Working closely with our Editorial Committee, Committee Chair, and Executive Director, the Editor/Designer will be responsible for overseeing all things directly or indirectly related to the publication.

**Major Duties and Responsibilities:**

* Advertising Team Leader.
* Partners with Committee on all content matters.
* Advertising sales to the Friesian Community, including:
* Soliciting advertising and developing relationships with magazine clients.
* Gathering and filing all advertising materials and assets.
* Facilitating in-house design.
* Proofing and approval of advertising products.
* Writing feature articles.
* Familiarity with publishing-related technology such as software, file sharing, etc.

**Minor Duties and Responsibilities:**

Actively support the objectives of *The Friesian ©* (and FHANA) in relation to the company mission and goals as directed by the Executive Director.

**Qualifications for the Job:**

*Education*

* Bachelor’s degree or higher in journalism, communications, marketing, or other related fields preferred. Experience may substitute for education if applicable.

*Experience*

* Previous equine related magazine experience preferred.
* Prior sales and client relations ideal.
* Demonstrated exceptional communication skills (written and verbal)
* High level of proficiency in writing (writing samples preferred)..

*Other*

* Approachable and outgoing personality skills.
* Professional appearance and presentation.
* Photography knowledge and proven ability to edit and format photos for publication.
* Standard computer skills including publishing software such as Microsoft Office, adobe, etc.
* Self-motivated with ability to meet deadlines.

Physical Requirements

* Ability to sit, stand, handle stairs, and lift items up to 50 lbs. from time to time as required.
* Some travel may be required.
* Reliable and fast internet connection is required.

Location

* This is a remote position. While working hours are flexible, the selected candidate will be required to meet virtually with committee members after normal working hours several times each quarter.

Salary:

This is an independent contractor position. Rate will be competitive and dependent upon the candidate’s skills and experience.

Please submit resume, cover letter and supporting documents to jtice@fhana.com. Please title: FHANA Editor last name first name