

## ***Newf Tide* Editor**

*Newf Tide* is the quarterly publication of the Newfoundland Club of America, Inc. (NCA). Its circulation is made up of NCA members and additional subscribers. While the magazine varies in size from issue to issue, it ranges from 70 to 100 pages per issue. (See samples provided.)

The deadlines for receipt of materials from NCA members and committees are January 2, April 1, July 1, and October 1, with a mailing date within eight weeks of deadline. While some types of content are consistent across issues (for example, Regional Specialty results, working tests, and committee columns and meeting minutes), each issue also contains special features:

- 1<sup>st</sup> Quarter - Annual committee reports, membership contributions.
- 2<sup>nd</sup> Quarter - NCA top producing and winning Newfoundlands, ROMs, and Versatile Newfoundlands
- 3<sup>rd</sup> Quarter - NCA National Specialty
- 4<sup>th</sup> Quarter - Photo contest results

Materials are submitted to the *Newf Tide* Editor electronically in a variety of formats. Most submissions come from members who are novice writers. Submissions to *Newf Tide* are governed by policies that are listed in the NCA Policy Manual, accessible on the NCA web site at [www.newfdogclub.org](http://www.newfdogclub.org).

### **General Job Description**

The *Newf Tide* Editor has the overall responsibility for the timely publication and distribution of four issues of *Newf Tide* each year, according to the publication schedule defined by the NCA. The Editor is responsible for receiving, organizing, and presenting the content of each issue, creating and/or coordinating the graphic design and layout, and ensuring that it is submitted within 60 days following the submission deadline to the printer.

The Editor serves the Newfoundland Club of America as an independent contractor.

The term is ongoing, subject to satisfactory job performance evaluation by the NCA Board of Directors. Except in the case of non-performance, each party is expected to give 90 days notice of intent to cancel the agreement.

Compensation will be commensurate with ability and experience and will be determined by the NCA Board of Directors and set forth by contract.

### **Editorial Skills Required**

The Editor is expected to have the following experience and skills:

- **A thorough working knowledge of English grammar, punctuation, and spelling.**
- A minimum of five years of experience in professional editing and writing or related field. Samples and references are required. A degree in journalism, communication, or English is preferred but not required.

- A thorough knowledge of the publication production process and experience in working with graphic designers and printers.
- Technical knowledge of desktop publishing and word processing software.
- Ability to design and enhance photographs.
- Technical knowledge and competence to produce a digital edition.
- General knowledge of a variety of dog-related issues and activities.
- Ability to set priorities and meet deadlines.
- Strong attention to detail, consistency, and accuracy.
- Self motivation and creativity.
- Ability to multi-task, working on several projects simultaneously.
- Ability to work with a variety of individuals, being tactful and helpful when reviewing and editing the work of others.

### **Editorial Responsibilities**

- Collect submissions and edit the content for each issue of *Newf Tide*.
- Provide graphic design services as required and coordinate with the printer to ensure a smooth production process.
- Create a magazine that is factually correct and contains coverage of the appropriate NCA-related events.
- Create a balance in the magazine that portrays the breed as versatile and functional in accord with the Breed Standard.
- Review and edit all copy for accuracy, content, length, grammar, and style.
- Request proofreading assistance in a timely manner through the *Newf Tide* Policy committee if required.
- Verify the correct registered name and titles (AKC or NCA) for each dog listed in committee columns or other copy using the AKC Online databases and/or the NCA database. Review captions for photos.
- Communicate with authors when changes to copy are advisable.
- Working with the *Newf Tide* Policy Committee, follow NCA *Newf Tide* policy.
- Keep the *Newf Tide* Policy Committee, the NCA Board, columnists, and any other relevant participants apprised of publishing status and outstanding issues as they arise.
- Coordinate the work of all volunteers and outside contractors involved with the preparation of the magazine.
- The *Newf Tide* Policy Committee recruits volunteers for Board approval.
- Maintain the *Newf Tide* style manual.
- Create backup electronic files used to create each issue of *Newf Tide* and other files as may be relevant to the Editor's position, and transfer the backup file to *Next Cloud*.
- Promptly notify the NCA Board via the Recording Secretary and *Newf Tide* Policy committee, of any inability to fulfill responsibilities.
- At the termination of the agreement, within ten days transfer all relevant records and files as directed by the NCA Board of Directors.