

American Radio Relay League Inc.
Structured Compensation - Job Description
Technical Editor

Position: Technical Editor

Reports to: Managing Editor

Classification: Exempt Salary

Starting Salary: \$69,980.00

Summary :

The Technical Editor is responsible for ensuring that the technical content of QST and other ARRL publications is correct. This role involves reviewing both solicited and unsolicited technical articles for suitability for publication in QST or other ARRL publications, and prepares articles for publication, with particular attention to their technical content. The technical editor also writes articles on technical subjects, solicits technical articles for QST and other ARRL publications, and responds to technical inquiries from members about QST technical articles and other subjects.

Essential Functions & Responsibilities:

- Reviews submitted manuscripts and helps select technical articles to be accepted for publication in QST or other ARRL publications.
- Reviews accepted manuscripts and ensures that all technical content is accurate and error-free, through several rounds of editing.
- Selects items for each installment of the Hints & Hacks column in QST and prepares the column for publication.
- Works with outside contractors and the Managing Editor to schedule reviews for the monthly Product Review feature and prepares the monthly feature for publication.
- Writes technical articles.
- Maintains productive working relationships with potential authors and solicits articles from them.
- Reviews page proofs for all material he or she is responsible for and incorporates revisions from authors and others.
- Performs other duties as assigned or requested.

Performance Measurements:

- Contribute to creating positive energy in a collaborative team atmosphere, showing excitement and pride in the team's work and being accountable for results.
- Ensure manuscripts are technically accurate, well-organized, and clearly written.
- Secure new technical manuscripts for QST and other ARRL publications via solicitation of appropriate authors.
- Consistently meet editorial deadlines and production schedules.
- Minimize factual and grammatical errors across all published content.

Knowledge and Skills:

| | |
|-----------------------|--|
| Experience | Three to five years of related experience in technical writing, editing, or publishing. |
| Education | <p>Bachelor's degree in English, Journalism, Communications, Technical Writing, Electrical Engineering, or another related field required.</p> <p>An equivalent combination of education and relevant work experience may be considered.</p> |
| Interpersonal Skills | The role requires frequent interaction with individuals both within and outside the organization, focused on fostering collaboration, resolving issues at the initial level, and building strong working relationships. These conversations often involve sensitive matters, requiring a high level of discretion, professionalism, and tact. |
| Other Skills | <ul style="list-style-type: none"> • Excellent command of the technologies used in amateur radio (basic electronics, antenna theory, propagation theory, digital modes, etc.) • Amateur radio license required, Extra class license preferred. • Thorough knowledge of the variety of ways in which amateur radio is currently used. • Technician-class (or higher) amateur radio license preferred. • Excellent command of English grammar, spelling, and usage. • Strong reading comprehension skills. • Strong copyediting skills, including: <ul style="list-style-type: none"> - Fact-checking and content accuracy - Logical structure and flow - Clarity and conciseness • Proficient in researching, organizing, and synthesizing information. • Solid writing skills, with the ability to adapt tone and style as needed. • Ability to manage multiple projects and meet overlapping deadlines. • Strong interpersonal and communication skills; diplomatic and clear in all forms of communication. • Social media literacy and understanding of digital content best practices. |
| Physical Requirements | <p>Able to sit at a desk for extended periods of time.</p> <p>Prolonged use of computers and related equipment.</p> |
| Work Environment | Onsite position in a professional office located in Newington, CT |