



Managing Editor Job Description

7.21.2021

New South Media is the region's premier storytelling, content development, and multimedia publishing company, creating high-caliber lifestyle, travel, and outdoor publications for national audiences. We engage in transformative journalism that is socially responsible. Our culture is driven by collaboration, creativity, and courage. We are possibilarians who see possibilities where others do not. We value responsible, accurate, and inspiring storytelling delivered in quality products that showcase great design and photography. We make a difference—one story at a time.

Headquartered in Morgantown, West Virginia, New South Media is the publisher of *WV Living*, *Morgantown*, *Wonderful West Virginia*, *WV Weddings*, and *Rural Matters* magazine, which is distributed nationwide. Through Narrative, New South Media's custom content creation arm, the company also produces and distributes stand-alone magazines, cookbooks, promotional materials, logo design, videos, podcasts, travel guides, custom blog and website content, and commemorative and anniversary books for clients in a wide array of industries.

Primary Duties

- Manage editorial calendars for *WV Living*, *WV Weddings*, and *Wonderful West Virginia*, communicate photography needs in advance, and manage retention of story ideas across all titles.
- Participate in generating editorial calendars, annual media guides, and annual print schedules for each publication.
- Help to manage recurring themed initiatives including annual Wonder Women, Best of Morgantown, Best of West Virginia, Best of Weddings, Top Docs, etc.
- Recruit freelancers. Receive and, in consultation with editorial staff, evaluate freelancer resumes and clips to mindfully maintain a solid corps of freelancers across the state that we know we can rely on while also bringing new ones on regularly as opportunities arise.
- Support designers as needed.
- Acquire art for stories written in-house and by freelancers as needed.
- Maintain issue catalog of story titles and topics as each issue is released.

- Communicate with West Virginia Division of Natural Resources as needed regarding *Wonderful West Virginia* magazine.
- Collaborate with designers, web and social media manager, sales team, event organizer as needed on content creation and event promotion.
- Attend staff meetings and participate in staffing and planning discussions as needed.

Other possible duties, depending on skills and interests

- Manage editorial calendars for *Morgantown* magazine
- Write as needed across all titles, from captions and taglines to feature-length stories, adopting the voice and tone of each magazine, and conducting interviews with subjects as needed.
- Help to manage editorial interns.

Skills and Qualifications

- Bachelor's degree
- Proofreading and copyediting skills
- Organizational skills and high level of detail orientation
- Ability to make decisions
- Ability to meet deadlines
- Collaborative nature
- Professional and courteous manner
- Commitment to mentoring writers
- Commitment to positively promoting West Virginia