Deputy Editor - Seapower Magazine

We are looking for a passionate and highly motivated Deputy Editor for Seapower Magazine the premiere sea service publication of the Navy League of the United States. The deputy editor provides the primary "air traffic control" for Seapower, ensuring that all of the elements that go into the magazine every month — editorial, photographs, ads — get where they need to go, pages are produced, proofed and revised and finished pages are delivered to the printer and approved within each monthly deadline. The Deputy Editor maintains constant communications among the various departments during the production cycle. As “second in command,” the deputy editor also may be called upon to assume the duties/responsibilities of the Editor-in-Chief in their absence.

Duties and Responsibilities will include:

- Coordinates all areas of production of Seapower with editorial/advertising/graphic design and printing - and liaison with each - to maintain page flow and ensure magazine is completed under deadline and within Seapower editorial standards.
- Approves final pages for printing.
- Edits all copy and proofs all pages, writes headlines/captions, etc.
- Positions all editorial and advertising material within the magazine each month.
- Coordinates with freelance writers and staff to compile monthly story lists, provides the information to the advertising reps.
- Edits, processes, and writes briefs for the Seapower website.
- When needed, posts briefs and photos to the Seapower website. Also, as needed, posts new ads and makes changes to Seapower website templates.
- Compiles, edits, and writes Navy League News and Council Digest sections each month, obtains the necessary artwork to accompany the features.
- Establishes/creates imposition for each month's magazine based on advertising space/editorial content, maintains imposition.
- Writes Own Words, Program Snapshots and other features and interviews as needed.
- Finds and selects/purchases photographs/artwork for cover and inside pages, writes captions.
- Coordinates with/hires photographers for interview/program snapshot/own words shoots.
- Reformats and sends mailing list to printer.
- Coordinates digital edition with vendor.

SECONDARY RESPONSIBILITIES:

- Compiles Flag officer section of the January Almanac.
- In the absence of an Associate Editor who covers the Coast Guard, travels to a Coast Guard district to provide reporting - including features and main interview - for the July - August Seapower Coast Guard special report.
- Attends trade shows, briefings, and conferences and Navy League events and, when needed, provides report from these events.
- Any other duties as directed by the editor in chief.

POSITION REQUIREMENTS:
• Bachelor's degree in related field and at least 10 years of research, writing, editing, design/layout and proofreading experience in a professional capacity, preferably in a newsroom-style environment.
• Demonstrated writing ability and research skills.
• Ability to interview sources for articles and to interface with Navy League members, the military, and company officials.
• Demonstrated proofreading skills with an acute eye for detail.
• Firm grasp on rules of grammar, punctuation, and spelling.
• Familiarity with Associated Press style manual.
• Knowledge and interest in a broad spectrum of defense topics.
• Ability to quickly shift gears and deal with a wide variety of tasks and responsibilities in an organized manner.
• Excellent communications skills.
• Familiarity with social media/web tools.
• Familiarity with Adobe Creative Suite and/or other publishing related programs.

**Please provide a resume and salary requirements to hr@navyleague.org**