Position Opening
Editorial Assistant

The Historical Society of Michigan (HSM) seeks a qualified individual to serve as an Editorial Assistant. This is a part-time position. HSM is Michigan’s oldest cultural institution and has been dedicated to telling the stories of Michigan’s peoples since 1828. HSM publishes Michigan History magazine, an award-winning publication featuring diverse Michigan historical content, as well as Chronicle magazine, the Historic Michigan Travel Guide, and other print publications.

The Editorial Assistant, working under the direction of the Director of Communications, performs a variety of editing, writing, research, and support duties to aid in the publication of materials. This position also handles queries, article acquisition, author communications, copyediting articles and preparing them for publication, photo acquisition, working with freelance graphic artists, and administrative tasks.

Duties include:

- Edits, rewrites, and/or proofreads manuscripts from freelance authors and other forms of copy, making stylistic, structural, and grammatical changes as needed.
- Contacts authors as needed to obtain clarifications on content, matters of fact, etc.
- Writes and/or researches blocks of copy and/or short articles.
- Researches and requests permission for photographs to be published.
- Communicates with freelance graphic designers to assist in the creation of magazine layouts. This includes annotating the manuscript with applicable instructions and working within Google Drive to deliver and/or receive relevant article materials.
- Using existing templates, completes basic page layout in InDesign for select sections. Also makes text changes and corrections within InDesign documents.
- Reviews finished articles to make sure they adhere to HSM’s style and specifications.
- Reviews queries and submissions for compliance with guidelines and editorial focus. Communicates with prospective authors to either accept or reject query or manuscript submissions.
- Administers permission and payment forms for contributors.
- Develops promotional content as needed.
- Assists with spreadsheets and administrative duties.
- Attends weekly editorial staff meetings to communicate progress on magazine production.
- Makes occasional updates to website using WordPress.
- Other duties as assigned.

Reports to: Director of Communications, Editor in Chief, and Creative Director, HSM Magazines

Hours: 24 hours per week. This position works out of our Lansing office. However, during the COVID pandemic, this position will work remotely.
**Pay Rate:** $11.50 per hour.

**Minimum Qualifications:**

- Minimum of 2-3 years professional experience copyediting, writing, and proofreading. Experience working in marketing is a plus.
- Bachelor’s degree, or pursuing a degree, in English, journalism, communications, marketing, or a related field.
- Excellent written and verbal communication skills, along with strong vocabulary, spelling, and grammar skills.
- Detail-oriented.
- Experience working with style guides and specification sheets.
- Demonstrated ability to work independently and as a team member.
- Competency using Microsoft Office and Google Drive
- Basic knowledge using Adobe InDesign and Photoshop.
- High level of problem-solving and organizational skills.
- Experience using WordPress a plus.
- Interest in Michigan history and/or interest in nonprofit organizations a plus.

Review of applications will begin immediately and continue until the position is filled. We encourage applications from under-represented groups, including minorities, women, and people with disabilities.

To apply, please e-mail a cover letter and resume to resume@hsmichigan.org.