



Career Opportunity Description

Position:	Assistant Editor
Date:	
Incumbent:	Mary Frances Flanders
Reports To:	Bucky Harris
Organizational Unit:	NRHA Reiner
Salary:	Dependent on experience
Hours per Week:	40
Shift/Hours/Days:	Monday-Friday, 8:00 a.m. to 5:00 p.m., some evenings and weekends, NRHA Futurity and NRHA Derby
Position Start Date:	Immediate
Benefits Include:	Health, Dental, Vision, Life Insurance, Simple IRA

Job Description:

Manage and edit all content for monthly, international *NRHA Reiner* publication. Tasks include, but are not limited to, editing content, corresponding with freelance writers, fact checking, magazine inventory management, writing features, writing press releases, digital and social media coordination, and photo management.

Education & Experience:

Education:	Bachelor's Degree (Journalism or Ag Communications preferable)
Experience:	Communications and Publications experience preferred
Qualifications:	<ul style="list-style-type: none"> • Superb grammar, spelling, punctuation, and proofing skills to serve as both a contributor and editor. • Excellent organizational, time management, and communication skills. • Knowledge of social platforms, web analytics and digital campaigns. • Proficient in Excel, Word, Outlook Explorer, Photoshop. Experience in Quark and Adobe Creative Suite is preferred. • Pleasant personality, ability to interact with staff and members in a professional manner. • Attention to detail in a deadline-driven atmosphere. Ability to multi-task and prioritize a must
Other:	<ul style="list-style-type: none"> • Knowledge of the equine industry (Reining preferable, but not necessary depending on the candidate's overall knowledge). • Photography experience is preferred. • Some travel required. • Job is based in Oklahoma. • Some weekend work required. • Some holiday work may be required.

Major Responsibilities:

- Efficiently edit, fact check, and proof *NRHA Reiner* all submitted and written material for print in the magazine and for online digital magazine.
- Verify completion of changes to editorial and ad layout in a timely manner.
- Perform research as needed to ensure accuracy of the publication. This may include researching in the NRHA database, historic documents, magazines, websites, breed registries, etc.
- Provide excellent customer service, respond to and help process requests for information from media, members, and other publications.
- Actively participate in *NRHA Reiner* staff meetings, record minutes and maintain task lists
- Compile, proof, solicit, format, and post material to *website*.
- Propose new original content and write articles, press releases and digital content. Choose supporting material, complete interviews and obtain photographs for stories as assigned.
- Maintain *NRHA Reiner's* social media presence and expand digital outreach to benefit members, subscribers and advertisers. Coordinate content with Director of Publications and Coordinator of Marketing & Communications to increase engagement.
- Create and deliver *NRHA Reiner* labels to magazine distributor for each issue.
- Process requests for back copies of magazine.
- Assist as needed with processing and financial records for *NRHA Reiner* classifieds.
- Coordinate *NRHA Reiner* editorial for Corporate Partner advertorials with Director of Corporate Relations.
- Compile official results for competition highlight stories.
- Assist as needed at NRHA events.
- Learn all components in the *NRHA Reiner* production process to assist the team in enhancing the quality and integrity of the publication.
- Assist with Hall of Fame needs as required.
- Participate in the creative processes to advance the *NRHA Reiner and its efforts to better serve the reader and advertiser*.
- Perform other duties as directed by management.

Resumes can be sent to:

National Reining Horse Association

3021 West Reno Ave.

Oklahoma City, OK 73107

405-946-7400