Title: Managing Editor  
Status: Full-Time, M&P  
Reports to: Director of Collections

Summary:

Directs the activities of the Publications Department, including strategic planning, supervision of staff, and budget oversight for the Corning Museum of Glass Publications Department. Responsible for Publications Department operations including: editorial, graphic design, rights and reproductions, production and distribution. Coordinates work of contributing authors, reviewers, and editors. Contributes to compilation and editing of selected titles.

Responsibilities:

Administration

- Responsible for developing and executing strategic and operational plans for the Museum’s publication program, including transition to digital publication platforms for editorial workflow and selected publications.
- Manages the day-to-day operations of the publications department.
- Responsible for development and oversight of departmental budget, as well as contracts with external vendors for editorial and production services.
- Oversight of rights and reproduction functions, including management of intellectual property related to the Museum’s publications.
- Cultivation of publication and distribution partnerships.
- Active engagement with museum and academic publishing communities through participation in professional organizations, conferences and book fairs.

Editing/Writing

- Oversees all editorial and production aspects of the Museum’s serial and monographic publications.
- Compiles and edits the Museum’s Annual Report and Notable Acquisitions.
- Collaborates with the Editors of the Museum’s serial publications, New Glass Review and Journal of Glass Studies, including oversight of workflow, text editing and proof-reading, and compilation of some text sections as required.
- Working with exhibition curators, develops exhibition catalogs.
- Working with Museum curators and other staff, identifies topics and develops Museum collection catalogs, monographs, and other Museum publications.
- Edits or oversees editing of other collection-related texts such as gallery and exhibition labels as requested.
- Edits or oversees editing of all publications for accuracy, consistency, style, and format.
- Reviews layouts prepared by the Publications Designer.
- Proofreads or oversees proofreading of all publications.
- Conducts research and writes text for selected publications, as requested.
General
- Supports and amplifies the Museum’s commitment to diversity, equity, inclusion, and access.
- Develops departmental budget and monitors costs for all publications.
- Hires, supervises, and trains the Publications Designer and Editorial Associate.
- Offers suggestions regarding the content, audience, style, and production of planned publications.
- Sets and supervises internal deadlines for receipt of copy and illustrations.
- Communicates deadlines and other requirements to authors and other content contributors.
- Fact-checks, as time permits, staff contributions to popular and academic publications.
- Compiles or oversees compilation of bibliographies for all publications that include them.
- Contracts external indexing services for all publications that contain them.
- Works closely with the Museum’s Shops and other departments to plan future projects.
- Awareness of current issues and trends in museum and academic publishing including emerging technologies and scholarly communications.

Qualifications:
- Bachelor’s degree required; Master’s degree in journalism or equivalent experience preferred.
- Demonstrated experience as an editor of books, newspapers, or magazines.
- Outstanding writing and editing skills.
- Excellent research and organizational abilities.
- Excellent written and verbal communication skills.
- Knowledge of foreign languages desired.
- Knowledge of and experience with Microsoft and Adobe software products.
- Ability to meet deadlines and to handle multiple projects simultaneously.
- Excellent supervisory skills.
- Ability to represent the Museum in a professional manner.
- Excellent interpersonal skills.
- Ability to work independently and as part of a team; strong collaboration skills.
- Ability to work with minimal supervision.
- Flexibility in hours necessary.
- Respect and exemplify the values of the Corning Museum of Glass in all interactions with colleagues, staff, volunteers, and the public.

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