Assistant Editor, Angus Productions Inc. (API),
publisher of the *Angus Journal* and the *Angus Beef Bulletin*

**Scope:**
This person will handle routine production duties of the *Angus Journal* and the *Angus Beef Bulletin*, including inputting, proofreading and handling pages through the page approval process. In addition, the position will involve writing assignments, handling monthly columns and travel to cover news events, conduct interviews and represent the *Angus Journal* and the *Angus Beef Bulletin* at appropriate functions.

**Major duties (approximate):**

35% Editorial production for the *Angus Journal* and *Angus Beef Bulletin*, including inputting, fact checking and proofreading stories; proofing layouts; and assisting editors in moving pages through the desktop publishing system.

20% Assuming responsibility for some of the regular columns, as directed by the editor. This will entail gathering and inputting pertinent information, and writing summaries. It will also involve working with columnists to meet deadlines, format copy and put articles into the API proofing system.

15% Feature and news writing, investigating leads, gathering information and writing feature and news articles for the *Angus Journal* and the *Angus Beef Bulletin*.

10% Travel to cover shows, attend newsworthy press conferences, conduct story interviews and take photographs, etc., as assigned by the editor.

10% General in-office duties, including editorial planning, filing photos, assisting readers with article and photo requests, assisting editors in planning graphics for stories.

5% Project assignments. Examples might include coordinating contest entries for Journal-sponsored contests, photography assignments to help illustrate an Association-sponsored brochure, or real-time coverage of an event.

5% Skills advancement. The employee will be expected to constantly improve skills to strengthen the editorial team. This includes reading the API style manual, keeping up-to-date on current magazine editing philosophies and AP Style, practicing photography, submitting entries into writing/photography contests, etc.

**Requirements:**

- College degree in agricultural journalism or closely related field. Animal science graduate with seedstock or commercial cow-calf background and proof of strong photo and writing skills also acceptable.
- Agricultural background, preferably in the beef seedstock industry.

**Salary:**
Full-time salaried position with benefits.

**Supervisor:**
Immediate supervisor: editor of the *Angus Journal*.
Supervision expectations: Will require considerable supervision at the start. After training, the individual should have the ability to carry out duties with minimal supervision.

The person hired in this position will be expected to be a team player.
The person hired in this position will have no supervisory role over other staff members.

**Applications will be accepted until position is filled. Send résumé, writing samples and letter with pertinent background and career aspirations to:**
Editor, Angus Productions Inc., 3201 Frederick Ave., Saint Joseph, MO 64506