



Associate Editor of *The Morgan Horse Magazine*

Job Title: Associate Editor

Supervisor: Editor

The Morgan Horse magazine (*TMH*) is the official breed journal and has been published continuously since October 15, 1941. *TMH* is owned and operated by the American Morgan Horse Association (AMHA), which exists to preserve, promote, and perpetuate the Morgan horse. AMHA is governed by a board of nine directors, three from each of the three established AMHA regions.

General Job Description:

TMH is looking for a candidate to join the editorial and sales team. The ideal candidate should be knowledgeable of the Morgan horse industry, motivated in sales, willing to travel, and be personally outgoing and approachable.

Major Duties and Responsibilities:

Partners with Senior Editor and Editor on all content matters, including special projects or assignments.

- Advertising sales to the Morgan Community as directed by Editor, including:
 - Soliciting advertising and developing relationships with magazine clients'
 - Gathering and filing all advertising materials and assets;
 - Facilitating in-house design;

- Proofing and approval of advertising products;
- Invoicing.

- Editorial responsibilities include:
 - Feature writing;
 - Show and event articles;
 - Copy editing and proofing;
 - Editorial research.

- Event and show attendance, coverage, photography (high travel schedule expected).

- Social Media (show picture posting, ads, news, etc. on Facebook/Instagram).

Minor Duties and Responsibilities:

Actively support the objectives of *TMH* (and *AMHA*) in relation to the company mission and goals as directed by the Editor.

Qualifications for the Job:

Education

- Bachelor's degree or higher in journalism, communications, marketing, or other closely related fields preferred. Experience may substitute for education if appropriate.

Experience

- Previous equine-related magazine experience preferred.
- Prior sales and client relations ideal.
- Demonstrated exceptional communication skills (written and verbal).
- Verifiable high-level proficiency in writing skills.

Other

- Approachable and outgoing personality skills.

- Professional appearance and presentation.
- Photography knowledge and proven ability to take professional shots.
- Standard computer skills including publishing software such as Microsoft Office.
- Existing professional relationships within the Morgan community.
- Self-motivated with ability to meet deadlines as this is a remote position.

Physical Requirements

- Ability to sit, stand, handle stairs, and lift items up to 50 lbs. from time to time as required.
- Significant travel is required.
- Reliable and fast internet connection is a must.

Salary:

The Associate Editor of *TMH* will be compensated with a base salary and ad sales commission. Benefits are offered to employees as listed in the AMHA employee handbook.

Special Circumstances:

This position will require a training period during which time a base salary will be provided. At the end of the training period, this position will be compensated via a base salary supplemented with commissions from ad sales. The base salary during the training period will be higher than the permanent base to compensate for the lack of commission income during the training period. It should be noted that commission income is cyclical as ad sales significantly increase in the later portion of the calendar year. Applicants should consider this cycle before accepting a commission-structured salary.