



**402b          Duties and Responsibilities**

The IAC Editor Job Description is attached. The IAC Board of Directors has final approval of the job description.



## **EAA Position Description**



**Job Title:** International Aerobatic Club (IAC) Editor  
**Reports to:** IAC President  
**Status:** Full-time (Exempt)  
**Revision date:** [01-03-2021]

### **SUMMARY**

This position is responsible for all the duties of the editorial needs of *Sport Aerobatics* magazine, a bimonthly publication of the IAC, *In The Loop*, a monthly digital publication of IAC, as well as other digital editorial services.

### **ROLES AND RESPONSIBILITIES**

1. Edit and organize articles, photographs and other submissions of third parties (each such submission is an “Edited Work,” collectively, the “Edited Works”).
2. Prepare original articles and photographs (each an “Original Work” and collectively, the “Original Works”) (the Edited Works and the Original Works are collectively referred to as the “Works.”).
3. Oversee the work of writers and photographers, ensuring that monthly deadlines established by the IAC are met, allowing for efficient and timely production and distribution of *Sport Aerobatics* and *In the Loop*.
4. Cooperate with publications policies of the IAC, being cognizant of their goals, and of industry trends and developments that influence editorial content.
5. Cooperate in the development of the editorial content and tone of *Sport Aerobatics* and *In the Loop*.
6. Plan and organize the editorial content of each issue.
7. Maintain regular liaison with the IAC Executive Director and Officers and Board members as necessary for the performance of the Services.
8. Attend events as agreed upon with the IAC for story assignments and photography.
9. Perform any and all other activities and tasks reasonably requested by the IAC that are in connection with or incidental to the publication of *Sport Aerobatics* and *In the Loop* or incidental to Contractor’s role as editor.
10. Embrace and support the EAA mission and perform safe practices in the workplace and aviation environment.
11. All other duties as assigned.



### **POSITION QUALIFICATIONS**

- Bachelor degree from a four-year college or university; at least five years' experience in office/business or similar environment; or an equivalent combination of education and experience.
- Exceptional written and oral communications skills. Accomplished writing experience and marketing/public relations activities are important prerequisites to this position.
- Self-starter with management experience and strong administrative skills.
- Highly developed interpersonal skills, the ability to work closely with and direct effort with volunteers, staff, members, and public.
- Computer proficiency in Windows including Word, Excel, Access, PowerPoint, Outlook and the Internet.
- Aviation and/or aerobatic background are preferred.

### **PHYSICAL REQUIREMENTS**

Typical office setting. Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Preparation for AirVenture or other events may require lifting up to 50 lbs occasionally, standing and walking for extended periods of time while bending, squatting, kneeling, twisting, and push and pull motions.

### **EEO STATEMENT**

EAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.