



Editor

Reports To: Vice President

The Ramsey County Historical Society is seeking a talented individual to be part of our team for the role of Editor. The Editor manages the publishing program of the Ramsey County Historical Society, with primary responsibility for publishing of the quarterly magazine *Ramsey County History*. The Editor also provides counsel to RCHS regarding the production of print, video, audio, and digital history content.

RCHS's mission, values, land acknowledgement statement, and equity and inclusion statement are all included in the "RCHS Commitment to DEAI" document. Applicants are encouraged to review this document before/during their application process. RCHS is strongly committed to equity and was one of the first 51 museums in the country to complete the nation-wide Facing Change program by the American Alliance of Museums. BIPOC individuals comprise approximately 30% of the board of directors and BIPOC candidates are strongly encouraged to apply.

- Part time, regular, non-exempt, 25 hours/week. Must be consistently available between the hours of 9 am and 5 pm, Monday through Friday to support collaborative work with other staff and volunteers during their work hours, occasional evening and weekend work required (with flex time) -- depending on needs
- This is a hybrid position, minimum of 2 days onsite per month at the RCHS office (The Landmark Center)
- Wage: \$30/hour
- Benefits: Life Insurance, Sick & Safety Leave, Vacation, eligible for retirement plan after one year of employment, work-provided laptop

Responsibilities

Manage Publishing of Ramsey County History magazine (90%)

- Identify, recruit, and steward authors, and other content contributors
- Provide complete editorial service for all authors, guiding them from concept to final publication in the magazine
- Manage vendors (existing) to complete layout, design, printing, and distribution of the magazine
- Coordinate all other requirements for publication of the magazine, including but not limited to: image selection, securing rights to images/graphics, copyright filing, etc.

- In consultation with the Vice President, Marketing & Events Manager, and Director of Gibbs Farm, determine what, if any, supplemental (insert) material will be added to each issue
- Maintain a 12-month (four issue) editorial forecast of anticipated articles for publication in the magazine; review monthly with President & Vice President.
- Communicate with Development and Marketing departments for membership and promotion of magazine

Editorial Board (5%)

- Work with Editorial Board and Editorial Board Chair for acquisitions, ideas, advisory aspects that will inform the Editor role
- Work with Editorial Board Chair on agendas for meetings
- Prepare meeting minutes for circulation with meeting minutes from Editorial Board Chair
- Assist Editorial Board Chair on meetings
- Steward relationships with Editorial Board members

Other Publishing Projects (1%)

- As brought to the Editor's attention by members of the community, authors, or others, document proposed projects, or project ideas and pass on to RCHS Vice President for consideration.

Publishing Program Administration (2%)

- Coordinate with other staff, including particularly the Development Officer and Vice President regarding possible sponsorship opportunities
- Maintain records of volunteer names, hours, and services provided related to publishing and provide these periodically to the Development Officer and President
- Request complimentary membership(s) or copies of publications from the Development Officer for authors or volunteers as necessary or appropriate
- Advise the Vice President of any deviations from the publishing budget in a timely manner
- Maintain all work and content files on the RCHS cloud drive system to ensure all work is securely backed up and accessible to staff

Other (2%)

- Participate in staff, Board, relevant program, and department meetings and events
- Participate in professional development opportunities and activities

Minimum Qualifications:

RCHS is looking for a candidate that has the capacity to bring in new ideas to innovate this role as well as streamline processes that have already been established.

- Bachelors Degree or 5 years of work in the journalism industry

- 3 years of directly relevant editorial experience.
- Excellent verbal and written communication skills
- Ability to handle a flexible work schedule based on workload
- Experience writing and editing for target audiences
- Excellent time management and critical thinking skills
- Self-starter
- Alignment with RCHS mission, vision, and values
- Detail-oriented with a strong design aesthetic

Desired Qualifications

- Magazine layout & editing experience
- Adobe Suite experience
- Experience in working in collaboration with others in a team environment

RCHS Mission

Preserving Our Past, Informing Our Present, and Inspiring Our Future

RCHS Vision

Ramsey County Historical Society will continue as a trusted, innovative steward and teacher of history, committed to working with our community to build and sustain a more just and vibrant future.

RCHS Values

- We strive for **AUTHENTICITY** and **ACCURACY** in all programs and activities.
- We embrace **INNOVATION**; seeking new and unique ways to collaborate with and educate our community about familiar and unfamiliar history.
- We act with **INTEGRITY**; adhering to the highest ethical and professional standards.
- We prioritize **INCLUSION** and **EQUITY** in our activities, processes and decision-making.
- We embody **RESPECT**, listen with intent, and work to build trusting relationships.

Diversity, Equity, Accessibility, & Inclusion

RCHS is committed to ensuring it preserves and presents our county's history. As we continue our work to incorporate more culturally diverse histories, we have made a commitment to diversity, equity, accessibility, and inclusion that is based on this core idea: RCHS exists serve ALL who call Ramsey County home. To learn more, please see <https://rchs.com/about/deai-statements/> .

Acknowledging this Sacred Dakota Land

Mnisóta Makhóche, the land where the waters are so clear they reflect the clouds, extends beyond the modern borders of Minnesota and is the ancestral and contemporary homeland of the Dakhóta (Dakota) people. It is also home to the Anishinaabe and other Indigenous peoples, all who make up a vibrant community in Mnisóta Makhóche. The

Ramsey County Historical Society acknowledges that its sites are located on and benefit from these sacred Dakota lands.

RCHS is committed to preserving our past, informing our present, and inspiring our future. Part of doing so is acknowledging the painful history and current challenges facing the Dakota people just as we celebrate the contributions of Dakota and other Indigenous peoples.

Find our full Land Acknowledgment Statement on our website, <https://rchs.com/about/land-acknowledgement-statement/>. This full statement includes actionable ways in which Ramsey County Historical Society pledges to honor the Dakota and other Indigenous peoples of Mnisóta Makhóche.

To Apply: Send a cover letter explaining why you would like to work with Ramsey County Historical Society and noting a current journalist in the Twin Cities whose writing you feel is an important to the community, a recent resume, and three references to Youa Vang at youa@rchs.com. We will begin reviewing applications on a rolling basis. This position will remain open until September 30, 2025 at 5:00 PM or until filled.