

## *The Agricultural Education Magazine*

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### Call for Applicants

#### Editor

The Agricultural Education Magazine Editing Managing Board is accepting applications for the position of EDITOR of The Magazine beginning January 1, 2025 and concluding December 31, 2027. There will be a \$2,500 stipend/year for this position.

Application should include:

- A brief statement of interest, qualifications, and previous experience with writing/editing (one page).
- 2-page CV
- Statement and signature of support from supervisor (one page).

The focus of the **EDITOR** position is to facilitate the generation of themes for the six (6) issues in each volume, secure theme editors for each issue, communicate with the graphic designer, and respond to author questions/requests.

The individual responsibilities of the EDITOR shall include:

- a. Serving a three-year term as Editor.
- b. Managing the theme editor solicitation, article inquiries, and communication with business manager.
- c. Adhering to the bylaws of *The Agricultural Education Magazine*.
- d. Collaborating with the theme editors on each issue and assisting with author questions/concerns.
- e. Providing the graphic designer with each article, photos, bios, and captions.
- f. Working with the graphic designer to remedy any missing or incorrect components.
- g. Sharing the final issue with the business manager to upload to the website.
- h. Making an annual report to the Editing Managing Board at the time of the annual meeting.

The following tasks shall remain the responsibility of each theme editor and will not be the responsibility of this position:

#### *Theme Editor Duties*

- a. Solicit approximately 8 - 10 quality articles that address the theme of the issue you are working with.
  - i. Authors must submit a head shot and a one-sentence bio with their article.
  - ii. Images are highly recommended. They must have a caption provided.
- b. Read/edit the articles.
- c. Draft the Table of Contents.
- d. Write your theme editor article. (Also send your headshot, bio, photos, and captions.)
- e. Send all articles, photos, captions to the editor in electronic format at least one month prior to the issue.

Termination of Contract: This agreement may be terminated by either party on sixty (60) days advanced written notice effective as of the expiration of the notice period; business manager would notify the editor; editor would notify the business manager.

Application Process and Deadline: The Editing Managing Board will begin review of applications on November 1, 2023 and continue until the position is filled. Please submit electronic applications (either in pdf or MS Word), or direct questions about the application process, to the current business manager, Dr. Jay Jackman, at [jjackman.naae@uky.edu](mailto:jjackman.naae@uky.edu). Please direct questions about the duties and responsibilities of the editor position to the current editor, Dr. Gaea Hock, at [ghock@ksu.edu](mailto:ghock@ksu.edu).