

## **Society of American Period Furniture Makers** **Solicitation for Journal Editor**

The Society of American Period Furniture Makers is searching for an experienced individual to be the editor of “*American Period Furniture; The Journal of The Society of American Period Furniture Makers*”, an annual publication.

### **Job Description**

*American Period Furniture* (APF) is an annual publication written by members of The Society of American Period Furniture Makers (SAPFM). It is a high quality art and technical publication devoted to all aspects of making, appreciating, and understanding American period furniture. The successful candidate for APF Editor will be expected to solicit ideas for articles from SAPFM members and work with authors to produce production ready copy. This will include editing and arranging articles, as well as producing artwork and drawings for articles. The APF Editor will be expected to facilitate all aspects of the journal’s publication including: coordinating the printing, production, and distribution of APF; as well as working with stakeholders to ensure timely publication of APF. The APF Editor will also be expected to solicit advertising for APF by contacting existing advertisers and developing new advertisers. This responsibility will include the creation of finished advertising copy for APF. Finally, the APF Editor will be expected to attend a minimum to two SAPFM meeting each year to solicit content for APF. These meetings are the SAPFM mid-summer conference, the SAPFM winter business meeting and awards banquet. More specific details regarding the duties of the APF Editor can be obtained by contacting the SAPFM APF Editor Search Committee at SAPFM@comcast.net

### **Job Requirements**

The successful candidate must have a proven track record (minimum of two years experience) editing and producing a high quality publication comparable to *American Period Furniture* (APF). In addition, the following is required:

- A bachelor’s degree in Journalism, Communications, English, or a closely related field
  - Proven interpersonal communication skills
  - Ability to express ideas in print in clear, concise, readable, and engaging manner
  - Ability to attend two SAPFM conferences each year in the United States.
  - Legal US resident
  - Proficiency using Microsoft Word, Open Office Writer, or comparable software
  - Proficiency using InDesign, Photoshop, or comparable software
  - Proficiency using Adobe Illustrator or comparable software
- The following skills and experience are desirable but not required:
- Knowledge of and interest in antique furniture, period furniture making, or woodworking related to the educational mission of The Society of American Period Furniture Makers.
  - Familiarity with phpMyAdmin, MySQL, Excel (or Open Office Calc), Dreamweaver, and PostageSaver software.

### **How To Apply**

Interested candidates are encouraged to apply by providing the following information to the SAPFM APF Editor Search Committee: SAPFM@comcast.net

- **Required Information:**
  - Resume describing education, skills, technical knowledge, and experience
  - Samples of previous works of editing with a description of the candidates role in creating the work (finished publications are preferred)
  - References
- **Optional Information:**
  - Suggestions or ideas to improve APF
  - Methods of work that could be employed to improve APF
  - Ideas and methods to reach more advertisers in the period furniture community