EDITOR IN CHIEF, The Orff Echo
The quarterly journal of the American Orff-Schulwerk Association (AOSA)

TITLE
Editor in Chief, The Orff Echo

QUALIFICATIONS
SKILLS
Professional writer and editor
Ability to manage all phases of publication production
Ability to edit work by writers of different skill levels
Ability to communicate effectively
Ability to work and lead in a collaborative fashion

EDUCATION
Degree in journalism preferred
Broad general education in liberal arts, fine arts and education, or a combination of the above
Familiarity with music and dance desirable
Willingness to learn about Orff Schulwerk

GOVERNANCE
ASSOCIATION
Appointed by the President upon recommendation of the Personnel Committee and the Executive Director, with the approval of the AOSA National Board of Trustees
Reports to the AOSA National Board of Trustees via the Executive Director
Term of employment is an At-will Contract
Stipend to be determined annually by the National Board of Trustees based on recommendation of the Personnel Committee and the Executive Director and paid contingent upon completion of each issue

PERFORMANCE REVIEW
Annually by the Executive Director and the Personnel Committee of the National Board of Trustees

PERFORMANCE RESPONSIBILITIES
PUBLICatioN
Manages and edits all aspects of quarterly, 48-64 page publication, The Orff Echo and facilitates the vision, themes, and submissions brought forth by the AOSA Editorial Board

GENERAL
Executes all duties in a professional and courteous manner, supporting the Mission, Codes, Policies, and Strategic Plan of AOSA
Consults as needed with Executive Director, National Board of Trustees and Editorial Board in regard to AOSA's Articles of Incorporation, Code of Regulations, and Current Policy of the National Board of Trustees;
PROCEDURES
Edits all copy according to Associated Press Stylebook
Develops editorial guidelines and processes (i.e., the Editorial Calendar, the Editorial Toolbox, and the Editorial Handbook) for manuscripts, in cooperation with the members of the Editorial Board.
Collects articles, photos and musical examples from issue coordinators
Edits articles for clarity and/or space considerations while maintaining intellectual integrity of the content; consults and collaborates with writers before making changes beyond minor edits
Directs copy flow; selects artwork to support purpose and function of articles
Maintains close communication with advertising representative
Selects and works closely with graphic designer to ensure professional quality of document prior to shipment to press
Communicates in a timely manner with the AOSA website manager in regard to material that relates to and extends from The Orff Echo
Updates The Orff Echo index as well as various music indices that include The Orff Echo (e.g. Music Index and International Index of Music Periodicals)
Submits The Orff Echo content to appropriate proof readers

COLLABORATIVE RELATIONSHIPS

EDITORIAL BOARD
Maintains close communication with Editorial Board members
Publishes and distributes minutes of Editorial Board meetings to Editorial Board members and Executive Director
Coordinates and assists the Editorial Board’s presentation of session at National AOSA Conference: Writing for The Orff Echo
Shares publication best practices

NATIONAL BOARD OF TRUSTEES
Maintains regular contact with the National Board of Trustees through the Executive Director
Consults with the Executive Committee of the National Board of Trustees concerning any matter without precedent or clear regulation
Submits a report to the President preceding each meeting of the National Board of Trustees regarding the status of The Orff Echo and the activities of the Editorial Board
Maintains accurate records of all revenue and expenses associated with publication of The Orff Echo
Attends the March meeting of the National Board of Trustees as well as time designated at National AOSA Conference for Editorial Board functions and member outreach

EXECUTIVE DIRECTOR
Maintains regular contact with the Executive Director.
Produces a quarterly report of expenditures; works within the budget
Works with the Executive Director to articulate AOSA's Strategic Plan and Mission, long-term focus and direction as represented in The Orff Echo
Provides blueline to Executive Director after pre-press production
Makes arrangements for Editorial Board meetings through the Executive Director

MEMBERSHIP
Prepares report regarding the status of The Orff Echo and activities of the Editorial Board to be referenced at the Annual Business Meeting and suitable for inclusion in AOSA Publications
Cultivates new voices for The Orff Echo by soliciting articles from AOSA membership through formal and informal outreach