



Editorial and Production Coordinator

Responsibilities

Provides editorial, organizational, and administrative support to the Content Strategy and Development team for AGB print publications and digital resources. Responsibilities include providing logistical support for advisory groups, proofreading, content creation, manuscript coding and editing, fact checking, e-book quality control, and record keeping. This position reports to the Associate Vice President of Content Strategy and Development.

Duties

Editorial and Production

- Perform editorial duties for the bimonthly magazine, *Trusteeship*, and other print and digital publications, including writing short pieces for publication.
 - Assist with the editing and proofreading processes as assigned.
 - Draft “News in Brief” stories and “Inside AGB” stories for *Trusteeship*
 - Draft photo captions, sidebars, and other *Trusteeship*-related material.
 - Assist the Web team with publishing the digital edition of *Trusteeship* magazine on agb.org.
 - Route permissions and reprint requests to appropriate staff.
 - Assist with sending agreements to authors and maintaining files.
 - Code manuscripts for books and reports for XML editorial system (e.g., Scribe) as assigned.
 - Work collaboratively with all members of the Content team to assist with production of content, as assigned.
 - Proofread and check facts in various documents and publications to ensure completeness, accuracy, and consistency.
- Manage FAQ and curated webpage creation for www.agb.org and ensure all published pages are consistently updated to reflect AGB’s latest content.
- Coordinate and support research and administrative processes for publication projects, including research conducted by Content team members or authors.
- Edit, update, and provide general support for existing Content webpages.
- Provide assistance to podcast production team as needed.

Administrative

- Prepare a wide variety of documents, including correspondence.
- Assist in processing AGB Publications fulfillment requests and weekly invoices.
- Provide shipping and mailing support for AGB publications and *Trusteeship*
- Coordinate logistics for AGB advisory groups, including scheduling, note taking, tech support, and managing routine correspondence.
- Serve as frontline member support for content-focused questions received by the AGB Concierge.
- Maintain an electronic index of *Trusteeship* articles.
- Ensure Content team’s SharePoint site is accurate and up to date.



- Process completion certificates for AGB members who complete AGB's online orientation courses.
- Prepare and maintain files of digital publications.
- Respond to routine requests for author's guidelines, complimentary issues of *Trusteeship* or books, reprint permissions, digital copies of *Trusteeship* articles, and general information requests.
- Correspond with authors and editors.
- Other duties as assigned.

Qualifications

- Bachelor's degree (with demonstrated academic excellence) in journalism, communications, English, or a related field.
- A minimum of two years of related professional experience in an editorial environment.
- Editorial experience, including reporting/writing, copyediting, and proofreading duties.
- Proficiency with Adobe Acrobat and MS Office required.
- Familiarity with WordPress and/or other CMS systems preferred.
- Familiarity with manuscript style coding (e.g., Scribe) preferred.
- Familiarity with survey and polling tools such as SurveyMonkey and Doodle.
- Strong organizational and project-management skills, with attention to detail.
- Strong oral and written communication skills, as well as strong interpersonal skills.
- Familiarity with *The Chicago Manual of Style* guide desired.
- Comfortable working as part of a team as well working independently.
- Comfortable working in a fast-paced environment and able to meet deadlines.
- Availability for limited travel to AGB's meetings as needed.

This position description does not cover or contain a full list of duties or responsibilities that are required of the incumbent in this role. Duties, responsibilities, and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan, paid time off as well as a hybrid work schedule.

To apply: Applicants should email letter of interest that describes experience relative to the position, salary requirements, and resume to employment@agb.org.

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