

## Job Description for Managing Editor of Ambit

March 2020

Ambit Magazine was founded in 1959 and has been published as a quarterly magazine since then. It is run by Briony Bax who took over from Dr. Martin Bax at issue 214. It currently publishes 90 pages of poetry, fiction, short fiction and contemporary art in four issues per year.

The Managing Editor will report to Briony Bax as Publisher and the Board of Trustees and will be responsible for the day to day running of the magazine and the implementation of a new strategy to ensure the continued sustainability of Ambit.

The job will be a two day per week assignment with a gross salary of £8300 and the position will be virtual but will require some travel to Norfolk, with travel reimbursed.

### **Strategic**

1. The Managing Editor will create and enact a long-term strategy for Ambit, working closely with the Board and the Publisher. Any necessary grants for achieving the strategy will be submitted by the Managing Editor.
2. Fund raising through grants is an important part of the job, along with the nurturing of Friends and Angels of Ambit. This will be done in conjunction with the help of the Board.
3. The Managing Editor will nurture the relationships with Penn State, who buy our archive, and The Arts Council. New grants for strategic plans will be created and applied for, sometimes with help from outside grant writers.

### **Production**

4. The Managing Editor will oversee the Poetry Editor, the Fiction Editor and the Art Editor, and work alongside them to ensure content is consistent with the excellent standards of the magazine.
5. The Managing Editor will upload all documents from each issue of Ambit and correspondence to Penn State using their on-line archiving system. Physical papers, letters and copies of the magazine will be mailed annually from the office.

### **Managerial**

6. The budget will be managed by the Managing Editor in conjunction with the Publisher.
7. The Managing Editor will ensure that the office functions of the magazine are running smoothly and efficiently with emphasis on customer service.
8. The Managing Editor will directly manage the accounting bookkeeper and office assistant/marketing assistant, who typically work one day per week. Their functions include mailing of orders, managing subscriptions and databases, producing monthly accounts, budgets and data for the Board.

9. The email account of Ambit will be managed by the Managing Editor and emails tagged appropriately for the attention of different members of staff.

### **Sales**

10. The managing editor will hold the relationships with online outlets that sell Ambit and distributors of Ambit.

### **Marketing**

11. The Managing Editor will guide the look and feel of the magazine's social media presence, although individual editors will be in charge of the content for their disciplines.
12. The Managing Editor will arrange up to 4 launches per year, or as determined by the strategy. Close ties with other professional organizations will be encouraged and attendance at Festivals and other venues.
13. The Managing Editor will work with the Publisher to schedule and participate in the annual Ambit retreat which is held in Norfolk and hosted by the Publisher and gives a chance for remote workers to interact and plan for the forthcoming year.

To apply for this position please email your CV and a letter of interest to Briony Bax at [contact@ambitmagazine.co.uk](mailto:contact@ambitmagazine.co.uk) by March 30th. We encourage all qualified people to apply, Ambit is an inclusive community and everyone is welcome here.