

Job Title: **Editor, Magazine**
Department: Communications
Status: Regular, full-time, exempt from overtime

Overview

Houston Symphony Magazine is the official in-hall program guide for patrons visiting Jones Hall for performances. The magazine is an essential Communications/PR tool that supports the overall goals of the organization, and it features an average of 32 pages of content for each issue.

Essential Job Functions

- Serve as Editor for *Houston Symphony Magazine* – including editing, copywriting, selecting artwork and photos, production, distribution and some design.
- Create content to support the overall goals of the organization – (1) enhancing the in-hall concert experience for patrons; (2) reflecting the season objectives of the Artistic and Operations departments; (3) furthering the public messages provided by Communications and Marketing; and (4) supporting the fundraising objectives of the Development department.
- Write and produce program inserts such as translations and biographies when needed.
- Manage all video translations for in-hall viewing when needed.
- Write, edit and produce special event programs (Family Concerts, Sounds Like Fun!, etc.).
- Manage communications archival materials such as photo files, past magazines, etc.
- Manage contractual relationships with service providers: (1) Program Annotator, (2) Editorial Consultant, (3) Publishing Company.
- Be able to work occasional nights and weekends for shared Concert Duty activities.
- Perform additional duties as required by the Houston Symphony Society.

Relationships

- Reports To: Senior Director, Communications
- Supervises:
 - Program Annotator
 - Editorial Consultant
- Partnership With:
 - Publisher
- Interacts With:
 - Senior Staff – Artistic; Operations; Marketing; Development; Administration
 - The Cynthia Woods Mitchell Woodlands Pavilion
 - Vendors – magazine delivery personnel; printing companies; etc.

Requirements

- Excellent organization skills
- Ability to work under pressure with multiple deadlines
- Excellent writing and proofreading skills
- At least 1 to 3 years of experience in similar role – communications, marketing, public relations, etc.
- Detail oriented
- Good judgment and maturity in dealing with a variety of people including vendors, board members, staff and volunteers
- Musical background – classical music preferred

Software

- MS Office Suite – especially Word – including Access
- Adobe Photoshop
- Adobe In-Design
- MS Publisher

How To Apply

The Houston Symphony is an equal opportunity employer and seeks diversity in its workplace.

Please submit a cover letter, resume and salary history to:

Director of Human Resources
Houston Symphony
615 Louisiana Street
Houston, TX 77002
Fax: 713.222.0287
resume@houstonsymphony.org

No phone calls, please.