



## JOB ANNOUNCEMENT

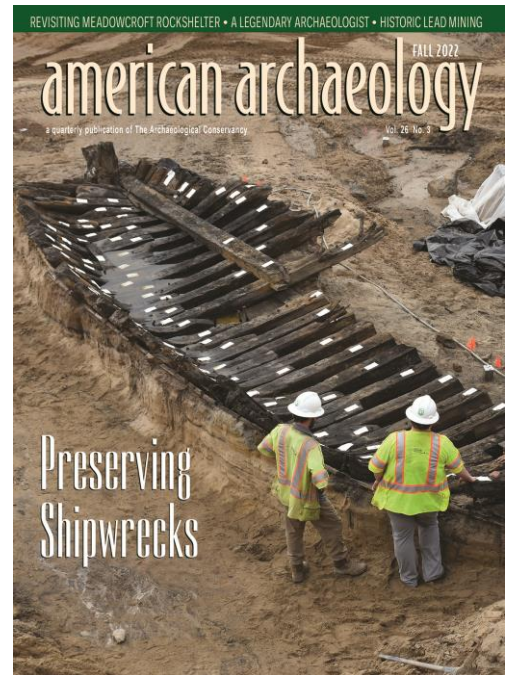
### POSITION: Managing Editor of *American Archaeology* magazine

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#### GENERAL INFORMATION:

[The Archaeological Conservancy](#) is the only national organization that acquires, preserves, and manages archaeological sites in the U.S. Since 1980, The Conservancy has preserved over 565 cultural sites across the nation. It is a small but growing organization with national headquarters in Albuquerque.

The Conservancy publishes the award-winning [American Archaeology](#) magazine that covers a variety of archaeological topics across America and reports on Conservancy activities. It is a four-color, quarterly publication. The magazine has been printed since March 1, 1997, and currently has a circulation of approximately 30,000 subscribers.



#### POSITION RESPONSIBILITY:

1. Responsible for all production aspects of the quarterly magazine.
2. Responsible for production of all editorial materials with the aid of the Art Director and Conservancy staff, as well as freelance writers, photographers, and proofreaders.
3. Act as the liaison with the contracted printer on magazine production.
4. Responsible for coordinating the schedule, concept design, and copy of each edition.
5. Responsible for the magazine's budget and financial management.
6. Write articles and features, as needed.

#### QUALIFICATIONS:

1. Demonstrated ethic in preservation and public interest.
  2. Highly motivated.
  3. Bachelor's degree in journalism, English, or a related field with a minimum of four years' experience in magazine or newspaper editing.
  4. Knowledge and interest in American archaeology.
  5. Excellent writing and typing skills.
  6. Ability to organize and manage a wide variety of projects simultaneously and complete them on deadline.
  7. Ability to work independently and decisively.
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**AVAILABILITY:** November 2022

**SALARY:** DOE with excellent benefits.

**APPLICATION:** Send resume to 1717 Girard Blvd NE, Albuquerque, New Mexico 87106 or via email to Mark Michel at [mark.archcons@gmail.com](mailto:mark.archcons@gmail.com).