



GRAND CANYON ASSOCIATION

INSPIRE. EDUCATE. PROTECT.

POSITION ANNOUNCEMENT

Publishing Manager

Opening Date: Immediately
Closing Date: The position is open until filled. Review of applications will begin after February 4, 2012.
Status: Full-time, 40 hours per week
Reports to: Director of Communications and Publishing
Work Location: Flagstaff, Arizona

Grand Canyon Association (GCA), a 501(c)(3) nonprofit organization, seeks a Publishing Manager. The Publishing Manager supports the work of GCA's Publishing program to create books and other products for sale in our educational bookstores to support Grand Canyon National Park. The Publishing team also creates all of the collateral materials used by GCA in support of our many programs.

Founded in 1932, GCA is the official park partner for Grand Canyon National Park, operating educational bookstores and related programs to support education and scientific endeavors at the park. GCA is also the official fundraiser for Grand Canyon National Park, providing private funding for park projects.

GCA has annual revenues of \$7 million and employs approximately 50 people. Operations are located primarily at the South Rim inside Grand Canyon National Park, with additional offices located in Flagstaff, Arizona. The Publishing Manager position is based out of the Flagstaff office.

Position Overview

The Publishing Manager will provide project management and administrative support to the publishing program. Duties will include copyediting, proofreading, original writing, marketing, working with printers, and desktop publishing. This position works closely with National Park Service staff to provide high-quality educational products about Grand Canyon National Park.

Primary Responsibilities

- Develop overall editorial and product plan for the organization's publishing/product development programs to assist in meeting program goals
- Work with the Chair of the GCA Board Program Committee to keep the committee apprised of projects approved by the Editorial Review Committee for publication/production by GCA
- Working closely with GCA's collaborative team members in retail, wholesale and accounting to ensure product marketability
- Obtain legal advice as needed for contract issues and other legal issues related to publishing and product development
- Provide internal support for other GCA departments, such as overseeing the production of promotional materials and signage, editing, writing, and fulfilling other visual needs of the organization
- Write, edit, copyedit, proofread and performs other direct publishing-related tasks in-house as needed
- Interact and negotiate contracts with subcontractors—including authors, photographers, editors, designers and printers—to accomplish parts of the publication process

- Maintain an appropriate business record-keeping system that includes retention of publishing contracts, appropriate registration of publications with the Library of Congress and other appropriate agencies
- Manage the publishing correspondence and files, including confidential contracts, project files, and publishing archives
- Assist with special projects as assigned

Skills Necessary for the Position

- Publishing project management experience
- Experience and/or professional training in a book publishing environment or program
- Ability to professionally perform editorial work on a variety of written materials for publication with diplomacy and skill
- Experience overseeing the development of digital media
- Experience working with a variety of stakeholders, particularly National Park Service staff, authors, editors, designers and printers
- Excellent written/verbal communication and interpersonal skills
- Superior attention to detail
- Ability to work in a team environment to accomplish the goals of the organization.
- Ability to exercise good judgment and utilize problem-solving skills
- Excellent computer skills, a working knowledge of Microsoft software products, and an ability to adapt to new software. Experience with Adobe InDesign and Photoshop software is desired
- Knowledge of legal and ethical framework for publishing

Desired Qualifications

- A minimum of three years' experience in related positions within a publishing environment
- Knowledge of Grand Canyon National Park
- Knowledge of editing conventions, including the Chicago Manual of Style and AP Stylebook, and experience editing text electronically in MS Word
- Proficient in both PC and Mac environments

Compensation and Working Conditions

This is a full-time, benefit eligible, exempt position. Salary is commensurate with experience.

GCA provides a comprehensive benefits package. As a full-time employee, you will be eligible for a broad array of benefits including vacation and holiday pay; sick leave; employer-supplemented health benefit package including medical, dental, vision, and health savings account (HSA) plan; employer-paid long-term disability and life insurance; employer-paid 401(a) retirement plan; employer-supplemented 403(b) group retirement plan; employee assistance program; and discounts in our retail stores.

Performs most of the job duties in an office setting, sitting for long hours at a desk; occasionally works outside on special assignments; may occasionally be asked to work in excess of 40 hours per week or on weekends and holidays to meet critical deadlines.

To Apply

Applications and this position announcement are available on our website, at http://www.grandcanyon.org/aboutus_employment.asp or by contacting Laura Jones, at 928-638-7150 or Ljones@grandcanyon.org. Please send a completed application, cover letter, and resume via email, mail, or fax to: Grand Canyon Association, ATTN: Laura Jones, PO Box 399, Grand Canyon, AZ 86023, fax (928) 638-2484.