

Historian/Publications Director Job Description

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From the IPMS/USA Constitution and By-Laws

F. Historian/Publications Director

- 1. The Historian/Publications Director shall have direct responsibility for all Society publications, which include the IPMS/USA Journal and the IPMS/USA website.*
- 2. The Historian/Publications Director shall be responsible for publicity in commercial publications.*
- 3. The Historian/Publications Director shall appoint the Editors with the Executive Board's approval.*
- 4. The Historian/Publications Director shall have control over commercial advertisements within the IPMS/USA publications with Executive Board approval.*
- 5. The Historian/Publications Director shall be responsible for securing copyrights in the name of IPMS/USA from the proper authorities for all National Society Publications.*
- 6. The Historian/Publications /Director will maintain an archive of any IPMS/USA publications.*
- 7. The Historian/Publications Director shall ensure that The Constitution in its current, complete form shall be made available to the Membership via the IPMS/USA website.*
- 8. The Historian/Publications /Director will ensure that the annual Postal Report for the IPMS/USA Journal is filed.*

Overview of Responsibilities:

1. The role of Historian/Publications Director is multi-fold, as indicated by its hyphenated name. Both roles are related but also have different responsibilities. Each will be discussed separately as "Historian" and "Publications Director."
2. As the Publications Director, your primary responsibility is to manage all the volunteers who produce the IPMS/USA Journal. The IPMS/USA Journal is the IPMS/USA's print magazine, published six times a year. Numerous inputs must coalesce to produce the finished magazine, and the Publications Director works closely with the IPMS/USA Journal teams of production artists and editors to make this happen. Ads, article submissions, calendars, letters to the editor, and so on come from disparate sources and must be managed.
3. The IPMS/USA website is the primary domain of the Webmaster. The Publications Director (and others) work together to update its content. At some point, the website's structure will be overhauled, and the Publications Director's specific responsibilities will need to be redefined.
4. The Publications Director should always be looking for ways to improve the IPMS/USA Journal. This could involve suggesting an article or a new feature.
5. As the Historian, your primary responsibility is maintaining the physical and digital archives of IPMS/USA publications. This entails converting printed material into a digital format and storing them in a database. At this moment, less than half of all IPMS/USA publications have been converted into PDFs.
6. As the Historian, you will fulfill member requests for archived content.

Publications Director Yearly:

1. Once each year, Postal Form 3526 must be completed and sent to the office manager for filing with the United States Post Office and printing in the Sept/Oct IPMS/USA Journal. Spectra (the printer of the IPMS/USA Journal) supplies the circulation information for this form for each issue, and Postal Form 3526 is required for the IPMS/USA to get a reduced rate for bulk mailing.
2. the annual IPMS financial statement should be published in the Jan/Feb issue once each year.
3. The IPMS officer election candidate bios should be printed in the appropriate issue of the IPMS/USA Journal and on the IPMS/USA website once every two years.
4. The IPMS election ballots and constitution and bylaws referendum(s) should be printed in the appropriate issue of the IPMS/USA Journal and on the IPMS/USA website once every two years.
5. The constitution must be printed in full in the IPMS/USA Journal and on the IPMS/USA website whenever it is updated.
6. Once each year, the Publications Director should ask the Wild Apricot membership to consider joining the IPMS/USA Journal production teams, thus ensuring there will be no shortage of volunteers.
7. IPMS/USA Journal production processes should be periodically improved, especially if new technologies have become available.
8. The Publications Director shall be responsible for securing copyrights in the name of IPMS/USA for all National Society Publications. This process only occurs every ten years.

Publications Director for Each Issue:

1. Manage the Google Workspace account. This is a shared digital cloud workspace used by the IPMS/USA Journal Design and Editorial teams to share and store production assets. This is a new process that will need tweaking to ensure it is being used effectively.
2. Facilitate communication between IPMS/USA Journal production teams with the Eboard, Ad Manager, content contributors, webmaster, and vendors.
3. Proofread the IPMS/USA Journal before it's sent to the printer for abusive messaging, offensive content, or other problems. Ideally, content should be read over by one or more people other than the author to avoid messaging errors.
4. As the Historian/Publications Director, you will attend Eboard meetings and learn firsthand about unique items that need to be printed at various times in the IPMS/USA Journal. It will be your responsibility to ensure that they are printed and posted on the IPMS/USA Journal and website.
5. Check with the Ad Manager and the Production team to ensure that all the correct ads (manufacturer, show, and swap ads) appear in the magazine.
6. Once the latest IPMS/USA Journal is in the press, update the "In The Latest Journal" section of the IPMS/USA Website with the cover thumbnail and description.
7. Be able to assist the production team with writing, editing, or graphics if needed.
8. Coordinate messaging with the Eboard, Director of Social Media, and Web Master.
9. Be on the lookout for new types of content for the IPMS/USA Journal.
10. Provide constructive feedback to the IPMS/USA Journal production teams as needed.
11. Document any new or amended processes for future volunteers.

Publications Director Skills Needed:

1. Must have strong computer skills. You will manage the IPMS/USA Journal production teams and must be familiar with Google Workspace, InDesign, Photoshop, Illustrator, and other digital design tools.
2. You will need a basic understanding of the physical printing process.
3. You will interact with many people so the IPMS/USA Journal can be published. You must have good communication skills and respond to emails promptly. You must also be able to create and manage schedules, review the work of others, and give appropriate feedback.
4. Being able to write and draw is a plus. It's also beneficial to have a thick skin, as you must assimilate various forms of constructive criticism.

Historian:

1. Maintain the physical and digital archives of IPMS/USA publications. The physical publications that have not yet been digitized must be stored somewhere where you have access. This will mean maintaining the archive stored online in the IPMS/USA Dropbox account for the digital portion of the archive.
2. The Historian is responsible for fulfilling member requests for articles from the IPMS/USA archive. If the requested material has not yet been digitized, you must scan it and send it to the member. Requests should be fulfilled promptly.
3. The Historian should periodically convert physical publications into digital ones and add them to the archive. The goal is for all IPMS/USA publications to be archived digitally so that any member can access the database online and search or browse it.

Historian Skills Needed:

1. You will be managing the IPMS/USA publications archive, so you must have good computer skills and know how to use Adobe Acrobat and navigate Dropbox.
2. You will need good organizational skills to manage the IPMS/USA Dropbox archive.