

Master Brewers Association of the Americas

Job title	<i>Technical Quarterly Editor in Chief</i>
Reports to	<i>Executive Committee of Master Brewers Association of the Americas</i>

Job purpose

The *Technical Quarterly* Editor in Chief is responsible for providing and securing technical content for publication in the association's quarterly publication as well as to the Master Brewers website and other offerings. The position works closely with Master Brewers headquarters staff in developing, soliciting, and securing publication materials.

Duties and responsibilities

Develop and produce publications.

- Establish, in consultation with the Master Brewers Executive Committee, the general editorial and publications policies and procedures for *Technical Quarterly*.
- Solicit and secure sufficient articles that are acceptable for publication in the *TQ*.
- Actively acquire new and relevant content through various industry channels, e.g., attendance at industry meetings, outreach to committees and other organizations, etc.
- Provide new and original contributions for the Master Brewers website.
- Select relevant archived Master Brewers content for the Master Brewers Community.
- Solicit and select manuscript reviewers.
- Work with Master Brewers Committees, e.g., Technical Committee, to develop annual plans for content generation, production and dissemination.
- Consult with the Master Brewers Executive Committee, Treasurer, and appropriate staff on matters that pertain to the activities of *Technical Quarterly* and other relevant publications.

Qualifications

Qualifications include:

- Minimum of 5 years of brewing experience.
- B.S. degree in science/engineering or related fields.
- Degree or diploma/certificate in brewing sciences is a plus.
- Experience in publications is a plus.
- Professional certification is desired.
- Proficient at Word, Excel, PowerPoint, Outlook, SharePoint, and WebEx.
- Excellent oral and written communication skills.
- Understand group dynamics and work well in a volunteer team environment.

Working conditions

The Editor in Chief is a contract position that reports to the Master Brewers Executive Committee. The Executive Committee will develop annual Performance Indicators to evaluate expected deliverables. The position works closely with the Master Brewers headquarters staff to develop budgets, create products, ensure efficient and seamless execution, create member value, and meet members' needs. The position also liaises with appropriate Master Brewers committees. Additional assignments and duties to fulfill the job purpose are possible and would be jointly agreed upon. Pre-authorized travel will be covered by Master Brewers. Office and other business expenses (internet, insurance, computer, supplies, etc.) are the contractor's personal responsibility.