**Position Title:** Director of Publications

**Reports to:** CEO, National Auctioneers Association

**Supervises:** Sales Coordinator and ½ Content Developer

**Position Summary:**

The Director of Publications supervises the development and execution of member communication pieces, including Auctioneer magazine and Auction ENews. The Director is also the key contact for most public relations and/or media inquiries.

This position also serves on the NAA staff management team, assisting the CEO with staff and association policies, attending Board of Directors meetings and managing in-house and out-sourced relationships.

**Essential job duties:**

* Annual and monthly planning for all editorial content inside Auctioneer and Auction ENews and Community of Practice newsletters.
* Write, edit and create all sections of the magazine, which includes managing ½ time content developer, freelance writing and graphic designing staff.
* Manage magazine distribution, including cultivating and maintaining working relationships with printer and the United States Postal Service.
* Manage magazine and digital media expenses and revenue.
* Create and distribute press releases pertinent to Conference and Show.
* Oversee staff member who manages trade booth sales and advertising and sponsorship sales.
* Project management of the website
* Manages paid social media campaigns
* Serves as staff liaison to the Promotions Committee
* Manages the USA Today relationship including providing USA Today content on a monthly basis to support the Auction Showcase.
* Supervises the Marketing Competition.

**Required experience, education and job skills:**

* Must have at least three years experience in magazine publishing capacity and two years of experience managing a staff.
* Must have at least three years experience in digital media
* Must have social media skills and some knowledge of website development and management.
* Must present proof of work from a magazine environment.

**Resumés submitted electronically to:**

Ms. Hannes Combest

CEO, National Auctioneers Association

jobs@auctioneers.org

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