

# NYSSMA® NOTIFICATION



## NYSSMA® Official Notification



### **The New York State School Music Association Seeks *School Music News* Editor**

The *School Music News* Editor role is crucial in shaping the narrative and communication channels within our vibrant music education community across New York State. The NYSSMA® *School Music News* Editor receives a salary of \$18,000.

#### **Key Responsibilities:**

- Lead the preparation of seven annual issues of *School Music NEWS* (SMN) from initial planning through to final mailing (digitized and/or hardcopy).
- Update and maintain the *School Music News* online magazine with relevant and timely content.
- Solicit and collect information pertinent to each SMN issue, including monthly editorials, NYSSMA® information and updates, and member contributions.
- Work closely with pre-press, proofing, advertising teams, and mailing house to ensure seamless production and distribution.
- Download and prepare the mailing membership database for issue distribution, coordinating with USPS for timely delivery.
- Oversee the production, layout, and delivery of the annual All-State Concert Program to venues in Rochester.
- Record minutes at NYSSMA® Executive Council Meetings and, as needed, at NYSSMA® General Business meetings.

#### **Qualifications:**

- Masters degree. Music Education job experience.
- Proven experience in editorial roles, preferably in publishing or communications.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and familiarity with publishing software (Adobe InDesign, etc.).
- Knowledge of non-profit association management a plus.

#### **Please submit a cover letter, resume and editorial writing sample to:**

Michael Salzman  
NYSSMA® Interim Executive Director  
718 The Plain Road  
Westbury, NY 11590-5956

#### **Deadline for applications November 15, 2024**

NYSSMA® is an equal opportunity employer and values diversity in its workforce.

*The New York State School Music Association (NYSSMA) is dedicated to advocating for and supporting music education in schools across New York State. Our organization serves music educators, students, and communities by providing resources, opportunities, and fostering a network of passionate music advocates.*