



Arnold Arboretum  
University Administration

Business Title: Editorial and Production Coordinator

Job Type: LHT

Hours per week: 14 or less

Hourly rate: \$24

Benefits: Not benefits-eligible

### Job Summary

The Arnold Arboretum of Harvard University is a 281-acre museum of trees teaching the world about plants. With one of the world's most biodiverse collections of temperate woody plants, combined with world-class scientific resources, and a commitment to diverse programming, the Arnold Arboretum has been a leader in horticulture and botany since its founding in 1872. As part of the Boston Parks system, it is free and open to all daily; we host three to four million visitors each year.

The Editorial and Production Coordinator supports the production of the Arboretum's quarterly magazine (Arnoldia), working with the Editor to ensure timely, efficient, and impactful publication, maintaining editorial and production calendars, coordinating with contributors and vendors, maintaining Arnoldia's online archives and third-party digital repositories, liaising with colleagues in Institutional Advancement to coordinate mailings and accounts, and providing fact-checking, copy-editing, and final-proofing support. In collaboration with the editor and communications staff, the Editorial and Production Coordinator will also assist in outreach and dissemination of Arnoldia content through web, social media, newsletter, and other media, and will assist the efforts of the Editor and colleagues in Development to grow the audience for the magazine.

### Time Commitment

The Editorial and Production Coordinator is a part-time, position. A variable hour employee, the Coordinator works as needed on a weekly basis, not exceeding 14 hours per week.

### Duties and Responsibilities

- Edits and/or proofreads manuscripts and other forms of copy for general grammatical correctness.
- Maintains Arnoldia's web pages, uploads files to digital archives, and fulfills single-copy orders.

- May keyboard and proofread materials prior to publication using a variety of computer software.
- May revise and check reproduction proofs prior to publication.
- Serves as a liaison with authors, printer, faculty, and staff to coordinate editorial, publishing, and production business.
- May assist in performing layout work, coordinating production schedules, and maintaining printing deadlines.
- May assist in obtaining illustrations and perform tasks related to same.
- May do some reporting and writing for secondary content, social media, and web features.

#### Basic Qualifications

- Familiarity with basic printing and publishing procedures.
- Good keyboarding skills and ability to learn computer software programs.
- Working knowledge of grammar and spelling.
- Good vocabulary and writing experience.

#### Additional Qualifications and Skills

- Ability to work independently with minimal supervision.
- Experience working with multiple vendors, contributors, and other stakeholders within a publishing environment.
- Ability to learn to the following software packages: InDesign, Illustrator, Adobe Photoshop, WordPress, and Advance (subscriber/member database).

#### Physical Requirements

Must be able to bend, reach, stoop, and lift to 25 lbs.

#### Working Conditions

Work takes place in an office environment.

#### Salary

\$24/hour

### Benefits

This is not a benefits-eligible position. Free parking is available.

### How to Apply

Please submit a cover letter and resume to [matthew\\_battles@harvard.edu](mailto:matthew_battles@harvard.edu). Please begin each file with your last and first name.

### Additional Information

We welcome interested applicants to view our website at: <https://arboretum.harvard.edu> to learn about our youth programs at <https://arboretum.harvard.edu/educators/>. Read about our land acknowledgment at <https://arboretum.harvard.edu/stories/early-indigenous-land-use> and our statement on the legacy of slavery: <https://arboretum.harvard.edu/about/our-history/the-arnold-arboretum-and-the-legacy-of-slavery/>