



## EMPLOYMENT OPPORTUNITY EDITOR

The Beaver Island Historical Society, home of the Print Shop Museum has acquired the Northern Islander newspaper and the Beaver Beacon magazine. The Print Shop Museum was the original home of the Northern Islander and the Daily Northern Islander from 1850-1857. The Historical Society is thrilled to bring the paper back home to showcase our community.

We are seeking a qualified individual to fill a year-round part-time position. The successful candidate will oversee the production of the Northern Islander, a monthly newspaper and contribute to a semi-annual magazine, the Beaver Beacon.

Required qualifications:

- Experience and skill in creative writing
- Ability to edit the written work of others
- Previous experience demonstrating the ability to manage others
- Demonstrate proficiency in social media, graphics, and a web production.
- Ability to collaborate with community journalists and the Executive Editor
- An interest in and knowledge of Beaver Island
- Ability to apply good communication and listening skills when interviewing people and gathering article information
- Attention to detail and proofreading skill
- Experience adhering to the highest editorial and technical style standards
- Demonstrate time management skills and ability to work independently

Preferred qualifications:

- Bachelor's degree in English or related field
- A valid driver's license and a reliable source of transportation
- Experience with Mac computers and the Adobe suite (InDesign and some Photoshop)
- 5+ years demonstrated excellence in content creation or editing, including online publishing

Work Location and hours:

Beaver Island Historical Society  
26275 Main Street  
Beaver Island, MI 49782  
Phone (231) 448-2254  
Flexible scheduling for part-time 20 hours per week (minimum)

If this job posting fits your skills and experience, visit our website to learn more about us.  
[beaverislandhistory.org](http://beaverislandhistory.org)

How to Apply:

Please submit a resume with cover letter and references **soon** to the address listed below.  
This position will remain open until filled.

Beaver Island Historical Society  
PO Box 263  
Beaver Island, MI 49782  
Or email: [Director@beaverislandhistory.org](mailto:Director@beaverislandhistory.org)