

# Managing Editor

***Job Opening for: A curious and organized editorial leader who enjoys building editorial systems, guiding editorial teams, cultivating industry experts, and turning complex information into meaningful content and valuable media products.***

*Heat Treat Today (HTT), a leading North American heat treat industry media brand that produces a print & digital magazine, various e-newsletters, a website, a podcast, and other editorial products, is looking for a full-time Managing Editor. This is a great opportunity for someone to take ownership of multiple editorial platforms while helping shape the strategic direction and quality of a growing media brand.*

*Our team is characterized by a) helpfulness, b) innovativeness, and c) polite aggressiveness. The right person will be able to effectively and personably develop the editorial content line-up and lead the stellar editorial team in a primarily remote position. We are also driven by the commitment to “always do the right thing” as defined by eternal moral truths like those found in the 10 Commandments. Above all things, we want to be honoring to Christ as we strive to help those within our sphere of influence.*

## **Managing Editor**

[Job Type – Full Time Employee](#)

The Managing Editor will oversee and coordinate HTT's ([www.heattreattoday.com](http://www.heattreattoday.com)) editorial efforts across all major content platforms, including print/digital magazines, website content, daily and industry-specific e-newsletters, and special editorial projects (e.g., eBooks) as needed. This role combines editorial leadership responsibilities with content planning, trade media writing and editing, workflow management, and long-term strategy development. The ideal candidate is a highly organized, people-oriented editor who thrives in a dynamic environment, balancing leadership, collaboration, creativity, and editorial execution. This position offers the opportunity to expand technical expertise and shape the editorial voice and strategic direction of a leading media brand in the North American heat treat industry.

### **Qualities of a successful Managing Editor:**

- Strong writing and editing skills tailored to a technical manufacturing audience.
- Diligent, fast-learning, and highly organized, able to manage competing priorities and multiple editorial platforms.
- Strong communication skills for interacting with a remote team, industry experts, advertisers, and external contributors.
- Leadership mindset with the ability to train, manage, and support editorial personnel.
- Familiarity with Chicago Manual Style.
- SEO familiarity.
- Growth mindset with enthusiasm for learning, skills development, and process improvement.
- Comfortable navigating digital tools and publishing platforms to engage audiences.
- Strategic thinker able to proactively identify editorial opportunities, audience needs, and process improvements.

### **Key responsibilities:**

- Editorial Planning & Oversight: Lead overall editorial planning for all HTT products, including print/digital magazines, website, Heat Treat Daily e-newsletter, industry-specific e-newsletters, eBooks, social media cross-over, and other editorial content as needed.
- Editorial Team Leadership: Train, lead, support, and manage editorial personnel and contractors while helping establish efficient, scalable editorial workflows and systems.

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- **Industry Engagement & Strategy:** Proactively engage with advertisers, contributors, readers, and industry contacts to identify relevant editorial topics, emerging trends, and audience needs and secure new authors.
- **Events Strategy Assistance:** Assist HTT Events Director with event content development.
- **Content Management:** “Find, filter, and format” (or assign editorial team members to do so and give oversight to) the development of all editorial content across all HTT platforms, ensuring content is timely, technically valuable, audience-focused, and minimally commercial.
- **Content Creation:** Produce and/or oversee creation of original editorial content, including a monthly editor’s page column, technical articles, news pieces, feature stories, special content projects, and industry-focused editorial initiatives.
- **Magazine Oversight:** Plan and procure articles, columns, technical features, and special sections for magazine editions while coordinating with production, design, and editorial personnel on proofing, preparation, and upload processes.
- **Website Oversight:** Ensure website content remains timely, accurate, visually engaging, and optimized for readability and SEO, including oversight of calendars, links, uploaded content, and reformatted editorial material.
- **E-Newsletter Oversight:** Oversee production and editorial direction of Heat Treat Daily and industry-specific e-newsletters, including content curation, headline optimization, and audience-focused presentation (image, text, format).
- **Visual & Editorial Standards:** Oversee editorial presentation of all text and graphics, ensuring content aligns with HTT standards for professionalism, formatting, proofreading, tone, and audience value.
- **Process Improvement:** Continually evaluate editorial processes, workflows, and content strategies to improve efficiency, clarity, engagement, and overall editorial quality.
- **Collaboration & Growth:** Work autonomously while collaborating closely with HTT leadership and team members to ensure alignment with strategic priorities, schedules, and audience needs. Participate in ongoing professional development to deepen editorial judgment, digital skills, leadership capabilities, and technical expertise.

## **Additional Details:**

- **Reporting Structure:** Reports to HTT Publisher and maintains regular contact with the full editorial, production, and management teams to execute editorial workflow and strategic planning.
- **Meetings:** Participation in weekly management meetings, weekly editorial team meetings, and monthly HTT team meetings.
- **Communication:** Primarily via Microsoft Teams.
- **Travel:** Occasional domestic travel to represent HTT at trade shows, industry events, customer facilities, and educational opportunities.
- **Key Tools:** Microsoft Suite (especially SharePoint, Planner), Adobe, WordPress, RGE Studio (formerly BeePro), Canva, Omeda, and Ad Orbit. Both Omeda and Ad Orbit are unique to the publishing industry.
- This is a full-time role with flexible hours in a timeline-driven industry (publishing).
- **Compensation:** \$55,500-\$61,500/year; commensurate with experience and responsibilities. Candidates with significant heat treat industry experience, technical manufacturing expertise, or engineering backgrounds will be considered for additional compensation.

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If interested, please contact both Bethany Leone, Managing Editor, and Doug Glenn, Publisher, via email at [bethany@heattreattoday.com](mailto:bethany@heattreattoday.com) and [doug@heattreattoday.com](mailto:doug@heattreattoday.com).