

Scott Catalog/Amos Media Co.

Job Title:	Scott Managing Editor	Job Category:	Editorial
Department/Group:	Scott Catalog	Job Code/ Req#:	Job Code/ Req#
Location:	Sidney, Ohio	Travel Required:	Some travel possible
Level/Salary Range:	Depending on qualifications	Position Type:	Full-time
Contact:	Jay Bigalke, Scott catalog editor-in-chief jbigalke@amosmedia.com	Date Posted:	4/8/2021
Will Train Applicant(s):	Yes	Posting Expires:	Position open until filled
Applications Accepted By:			
EMAIL: jbigalke@amosmedia.com Subject Line: Scott managing editor job posting		MAIL: Jay Bigalke Scott Catalog/Amos Media Co. PO Box 4129 Sidney, OH 45365	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>To assist the editor-in-chief with production schedules, processes, and editorial calendars for both print and digital Scott catalog products. Provide a forward-thinking approach to new products and offerings for the family owned and operated Amos Media Co. and its stamp division.</p> <p>Communicate regularly and work with a large number of outside pricing consultants that review and analyze the current retail value of unused and used stamps to ensure updated stamp appraisal listings for the Scott catalogs.</p> <p>This is a role that does not include supervising of other team members.</p> <ol style="list-style-type: none"> 1. Some of the role also includes maintaining an on-going review (by self or advisors) of stamp values for publication in the Scott catalogs: <ol style="list-style-type: none"> a. Monitor any and all pricing sources available including private sales, auction sales prices, advertisements, price lists, media reported transactions, personally conducted surveys, and any other legitimate methods of pricing analysis. b. Solicit and review valuing information provided by outside pricing consultants. c. Maintain valuing information database utilizing necessary computer systems. Operate personal computers, and software as necessary to accomplish valuing function through data input, changes, revisions, or deletions. 2. Develop and maintain necessary documentation and files supporting valuing decisions. 3. Establish rapport with stamp dealers, collectors, and philatelic organizations. 4. Make recommendations for editorial copy changes, directions, and suggest ideas for future editorial topics. 5. Coordinate editorial meetings with other relevant departments depending on the project. 6. Review publications and the data relevant to stamp valuing to maintain current knowledge of marketplace. 7. Notify Scott management of significant dealings, factors and trends affecting the stamp market. 			

8. Attend stamp shows and other meetings or conventions that may be relevant to the development of valuing.
9. Assisting with marketing strategies for the Scott catalog product line.
10. Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS AND PREFERRED SKILLS

Strong organizational and communication skills
Experience as managing editor or relevant role
Proficient experience using Microsoft Excel, Word and Access
BS or BA degree from accredited university

ADDITIONAL NOTES

Relocation to the Sidney, Ohio area is a requirement.