

Scott Catalog/Amos Media Co.

Job Title:	Scott Catalog Deputy 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:	Dependent on qualifications	Position Type:	Full-time
Contact:	Jay Bigalke, Scott catalog editor-in-chief jbigalke@amosmedia.com	Date Posted:	6/12/2023
Will Train Applicant(s):	Yes	Posting Expires:	Position open until filled
Applications Accepted By:			
EMAIL: jbigalke@amosmedia.com Subject Line: Scott deputy 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>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 who 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 role does not include supervising other team members.</p> <ol style="list-style-type: none"> 1. Some of the role includes maintaining an ongoing review (by self or advisors) of stamp values for publication in the Scott catalogs, and assisting with new issues listing: <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 functions through data input, changes, revisions, or deletions. d. Assist with the listing of newly issued stamps from around the world. 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 and 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. Assist 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 strongly preferred, but not a requirement.