



Focus Proofreader

The American Creativity Association is seeking a volunteer proofreader. The successful candidate will play a supporting role in the final production of its newly launched bimonthly electronic magazine, *Focus on Creativity*. This publication helps fulfill the ACA mission of providing a forum for articles, reviews, and commentary to promote developments, knowledge, theory, practice, and applications for the growing field of creativity. The role of proofreader assures quality, consistency, and an effective style as ACA fulfills its goal of recruitment, membership networking, and idea generation at a professional level.

This position requires the following skills and experience:

- Close coordination with the publication editor, line editor, and contributing writers to assure correct mechanics as well as conformation of final copy to markup pages.
- Communication with contributing writers to secure their corrections and edits, working with Publications chair and editorial board as needed to finalize each bimonthly issue.
- Eye for detail and thorough knowledge of composition style and mechanics, including documentation formats, are basic requisites.
- Knowledge of creativity concepts and theory as well as general cultural knowledge at the level of the professional creativity reader.

Working editors and teachers of writing are logical candidates as the ideal candidate will have experience in publications along with a working knowledge of the creativity field. The proofreader should also have background in PageMaker and other electronic publication programs, as determined by the magazine editor. The successful candidate needs to show superior ability in proofing, text organization, and conforming to the magazine stylebook to deliver accurate and organized final copy.

This position will require approximately two to three days per month and occasionally a few hours in any given week in addition at press time. Work will be coordinated with the magazine editor and the editorial Board, and this position will report to the chair of the Publications committee. ACA membership is not required to apply, but the successful applicant will be expected to become a member.

This position offers the opportunity to work with an exciting, creative group as part of an innovative publication. For consideration, please submit resume and cover letter to:

William Wurtz
President, American Creativity Association
william.wurtz@gmail.com

The position will remain open until filled.