



Magazine Associate for *The Morgan Horse Magazine*

The Morgan Horse magazine (TMH) is the official breed journal and has been published continuously since October 15, 1941. TMH is owned and operated by the American Morgan Horse Association (AMHA), which exists to preserve, promote, and perpetuate the Morgan horse. AMHA is governed by a board of nine directors, three from each of the three established AMHA regions.

Job Title: Magazine Associate

Supervisor: Editor

General Job Description:

TMH is looking for a candidate to join the magazine team. The ideal candidate should be knowledgeable of the Morgan horse breed, have familiarity with industry participants, be motivated in sales, have the ability to travel when required, and be personally outgoing and approachable. Must work remotely with minimal supervision while remaining available to clients, co-workers, and management during traditional working hours, acknowledging and committing to additional mandatory hours (nights/weekends) in accordance with the magazine's time sensitive deadlines. This is a salaried position that requires work hours outside the traditional weekday schedule from time to time.

Major Duties and Responsibilities:

- **Ad Sales**—Networking with the Morgan community for the purpose of selling advertising in the official breed journal.

Duties include: Sales, sourcing materials, researching and writing copy, submitting materials to design/production department, proofing for approval to clients.

- **Show attendance and coverage**

Duties Include: Travel, photography, client outreach, written show coverage as needed.

- **Social Media Management**—Facebook and Instagram

Duties include: posting magazine content such as advertisements, show candid, promotional materials from TMH.

- Advertising Invoicing
Duties include: using AMHA's automated membership database to invoice magazine advertising and related materials.
- Occasional Traffic Managing
Duties, when required, may include: color correcting photos, labeling photos, proofing ad copy submitted by others, sending and retrieving layered files from clipping factory.
- Brand Ambassador
Duties include actively supporting the objectives of *TMH* (and AMHA) in relation to the company mission and goals as directed by the Editor.

Qualifications for the Job:

Education

- Bachelor's degree or higher in journalism, communications, marketing, or other closely related fields preferred. Experience may substitute for education if appropriate.

Experience

- Previous equine-related magazine experience preferred.
- Prior sales and client relations ideal.
- Demonstrated exceptional communication skills (written and verbal).
- Verifiable high-level proficiency in writing skills.

Other

- Approachable and outgoing personality skills.
- Professional appearance and presentation.
- Photography knowledge and proven ability to take professional shots.
- Standard computer skills including publishing software such as Microsoft Office.
- Existing professional relationships within the Morgan community.
- Self-motivated with ability to meet deadlines as this is a remote position.
- Design experience is beneficial but not required.

Physical Requirements

- Ability to sit, stand, handle stairs, and lift items up to 50 lbs. from time to time as required.
- Significant travel may be required.
- Reliable and fast internet connection is a must.

Salary:

The Sales and Events Associate of *TMH* will be compensated with a base salary and ad sales commission. Benefits are offered to employees as listed in the AMHA employee handbook.

Special Circumstances:

It should be noted that commission income is cyclical as ad sales significantly increase in the later portion of the calendar year. Applicants should consider this cycle before accepting a commission-structured salary.