

## **Job Description - U.S. Masters Swimming Rule Book Editor**

The Rule Book Editor is responsible for producing the annual U.S. Masters Swimming Rule Book. The Rule Book is published by USMS at the beginning of each calendar year. This is a contract position paid with a \$500.00 stipend. Travel expenses to the USMS annual convention are also paid, per the USMS Financial Operating Guidelines (FOG).

It is expected that the bulk of this job will occur from September to December. The finished version of the Rule Book is expected to be at the printer by December 1st.

### **Duties:**

- Communicate with the volunteers responsible for the content in the various sections of the Rule Book to obtain the appropriate content
- Lay out each section of the Rule Book using Adobe InDesign software, incorporating content received from committees
- Work with the USMS Account Executive to obtain sponsor advertisements
- Coordinate proofreading duties with volunteer proofreaders
- Deliver copy to printer, receive proofs from printer, and provide feedback on changes needed
- Deliver finished sections to USMS webmaster for posting
- Attend the annual USMS convention, held in September
- Coordinate the annual Rule Book cover contest

### **Skills needed:**

- Be proficient in the Adobe InDesign software package
- Good grammar, written and organizational skills
- Detail-oriented
- Self-motivated
- Understanding of the USMS style guide
- Understanding of USMS rules and the formatting of rules