



WESTERN PACIFIC RAILROAD MUSEUM

	SECTION VOLUNTEER POSITION DESCRIPTION	SUBJECT Train Sheet Editor
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Position Title: Train Sheet Editor

Description/Purpose of Assignment: The train sheet editor is responsible for the publication efforts through the editing, writing, indexing and producing of the Feather River Rail Society newsletter publication, *The Train Sheet*.

This may include submissions to the webmaster for on-line articles.

This position is vital to the museum and requires patience and strong attention to detail.

The train sheet editor reports to the membership administrative service manager.

List of Tasks:

- Monitors and coordinates the photography, artwork, layout and preparation of the copy for publication.
- Reviews material submitted by authors, staff or members
- Edits material for accuracy, style, and readability, recommending changes where necessary
- Writes articles stories and work in conjunction with other writers, and prepares news and general feature articles for publication
- Reads, proofs and/or supervises the proofreading of materials
- Oversees the submission schedule and notifying other of the schedule
- Oversees distribution of publication
- Prepares archival records, such as document descriptions, to allow easy access to be published
- Directs activities of workers who assist in arranging, writing and producing the publications
- Evaluates records for preservation and publication
- Coordinates with FRRS Webmaster and FRRS member(s) in charge of events and advertising to include complimentary material in *The Train Sheet* with material presented on the Web, and via other sources.

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Outcomes/Goals: The volunteer will know the assignments of the train sheet editor and will have performed them successfully according to acceptable FRRS policies and procedures. A significant part of the train sheet editor requires handling of documents and materials based on proper, care of materials along with courteous and safe service.

Training: All volunteers are required to attend the volunteer training.

Reporting: All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. The FRRS President may request additional reports, such as progress reports.

Time Commitment: WPRM prefers that each volunteer agree to a minimum number of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

Qualifications Needed: Train sheet editor candidates should possess an attention to detail, enjoy handling large responsibilities, interacting with the general public and a working knowledge of grammar and spelling.

Understanding of suitable programs for layout of the Train Sheet (Word, Quark, Illustrator – suitable meaning it is usable by the printer or generates a PDF file usable for the printer).

Working with the printer and understanding basic print requirements (how to arrange for proper page count, conversion and size requirements for images, recommended fonts and font sizes).

Knowledge and skill in language usage required for editing and proofing of written material is required.

Knowledge of publication technology, policies and procedures is required.

Previous experience will be taken into consideration in determining qualification for this position.

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Previous experience is not needed, but training is required.

There is one class of the Train Sheet Editor position:

1. Train Sheet Editor

Other documents:

- FRRS Policies and Procedures
- Historical/Archive Department Policies and Procedures

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