Exchange Editor

The Editor has responsibility for coordinating the content and process of preparing each issue of the IDEC Exchange. The Editor will write at least one column per issue, and may write additional articles as necessary. The Editor coordinates the identification of authors and ideas to be included in each issue.

The Editor is responsible to ensure the IDEC Exchange develops conversations about emerging ideas in interior design education.

Appointment & Term of Service

Appointment: Appointed by the IDEC Board

Term: 2-year term. Responsibilities begin May 1 of the appropriate year and run until April 30. May be reappointed.

Time Commitment: Time commitment varies considerably from 0 hours per week to 10+ hours per week during final editing. The average time commitment per week is less than 2 hours. The time commitment is generally spread December to March and August to October each year.

Responsibilities and Duties

- The Editor should be organized, task-oriented, and have the ability to write timely and interesting articles, approximately 300-700 words in length and supported by multiple images.
  - Areas of focus for stories include, but are not limited to: Research Activities, Industry and Professional Practice Activities, Emerging Talent, Collaborations, Alumni Relations, Service Activities within Academia, and Teaching Activities within Academia.
- The Editor will coordinate with the Associate Editors in developing a theme for each issue.
- The Editor will work with the IDEC headquarters staff to facilitate the call for content and submission of content for each issue from the IDEC Community.
- The Editor will work the President-Elect, President, IDEC executive director and staff, chair of the IDEC Fellows, chair of the JID board, president of the IDEC Foundation, and Director of Service to identify and submit appropriate content related to the respective roles.
- As part of the exchange/newsletter editorial staff, the Editor will communicate with the editorial staff in multiple ways (e.g., conference call, telephone, email) in preparation for each issue.
- The production of each issue of the Exchange is a joint effort led by the Editor and supported by the Associate Editors and IDEC organization staff.

Programs, Events, & Committees
- Facilitate communication with President-Elect
- Facilitate communication with Associate Editors
- Facilitate communication with Exchange stakeholders (e.g., contributors, columnists)
- Facilitate communication with IDEC Staff
- The Exchange is published two times a year, once in the fall and once in the spring.
- Medium commitment in early fall and spring to support production and dissemination of the IDEC Exchange.

Timeline
Sample timeline for the spring issue of the Exchange Duties may be the primary responsibility of the Editor or delegated to Associate Editors.)
- First week of December: Begin developing issue theme; Communicate via videoconference or email with editorial team
- Mid-December: Finalize issue theme and communicate to IDEC headquarters
- Early January: Approve eNews and web versions of issue call for content
- Second week of January: Call released; Submissions due end of February/early March before conference; Allow minimum 6 weeks for contributions to be prepared and submitted
- Second week of January: Contact column contributors (e.g., president, president-elect, JID board chair, Fellows chair, IDECF president, IDEC executive director, IDEC director of service); Request column content to be submitted concurrently with call or 2 weeks later
- Second week of January: Coordinate with associate editors for soliciting community columns
- Second week of February: Prepare editor's column
- Two weeks before submission date: Check with IDEC headquarters on submission rate
- Day after submission date: Contact IDEC headquarters to transfer submissions and submitter details to Dropbox. Expect the transfer to take a week.
- Second week of March/immediately after conference: Preview submissions and identify problems (e.g., incomplete); Share submissions with associate editors for review and comments; Set one week timeline
- Third week of March: Select submissions for issue in collaboration with associate editors; Identify any necessary author edits and request revisions ASAP; Identify images to accompany submissions and regular columns; Request improved images from authors; Organize content in Dropbox for IDEC graphics department
- Fourth week of March: Send full content to IDEC graphics department; Expect two weeks to complete layout and proofs; Coordinate with IDEC headquarters on release date; Contact authors not selected for inclusion (cc IDEC executive director)
- Second week of April: Approve final issue proof; Issue released in IDEC email and website; Share release with stakeholders; Send thank you notes