



Position: Editor-in-Chief, *The Miscellany*

Classification: Student Employee (part-time)

Description: The Editor-in-Chief of *The Miscellany* is responsible for all components resulting in the publication of the College of Charleston's annual student literary magazine, *The Miscellany*. The Editor-in-Chief must oversee all steps of this process, including but not limited to: marketing of request for submissions, content selection, primary design, circulation and distribution of the final product.

Requirements:

- Minimum of 1 year experience with publishing (including layout and design)
- Advanced knowledge of literature and/or art through completed coursework or similar experience
- Proficiency with Macintosh hardware and software
- Previous experience with Microsoft Suite and Adobe Creative Suite (InDesign, Photoshop, Bridge, InCopy)

Pay rate: \$7.25 per hour

Work hours: Minimum of 10 hours a week. Some night and weekend availability required

Position begins: August 2009

Responsibilities

- Recruit and hire a knowledgeable and dependable staff of assistant editor(s) and volunteer reviewers
- Develop and manage a complex budget
- Recruit panelists to review submissions
- Promote timeline for submissions and publication of *The Miscellany* through diverse public relations, advertising, and marketing efforts
- Maintain a record of administrative materials, publication details, and all *Miscellany*-related efforts for his or her successor
- Manage the receipt of submissions and ensure that all submissions are reviewed in an unbiased manner
- Work with the Assistant Director for Student Media Organizations and the commercial printer in meeting the final publication deadline
- Design the layout and table of contents, write the preface of the magazine, and proofread the journal before sending it to the printer
- Ensure copyright procedures are met by obtaining and following copyright guidelines, and designing and distributing release forms
- Oversee the circulation of the finished product, and actively publicize and distribute the work

Qualifications:

- Familiarity with publication design and production.
- Excellent communication skills – both written and verbal
- General knowledge of office equipment (fax machine, copier, etc.)
- Ability to work autonomously with limited supervision
- Able to use human relations skills to interact with individuals from a variety of backgrounds and to exhibit a positive, helpful attitude
- Ability to work and maintain focus in a chaotic, high-energy environment

Expectations:

- Attend all Cougar Media Network Executive Board and Media Board events as a voting member of both organizations
- Attends Cougar Media Network retreat (to be scheduled prior to start of Fall 2009 semester)
- Establish professional working relationships with representatives from related on-campus departments (English, Communication Studies, Marketing and Communications, etc.)

- Establish and maintain scheduled office hours
- Dependability regarding work hours and completion of projects/tasks
- Meets regularly with Assistant Director for Student Media Organizations to review timeline of publication and progress related to deadlines