

Literary Editor

Tasks for *Spindrift*

Initiating

- Attend all meetings of full staff.
- Meet with other editors to set up time-table for the year.
- Consult with Marketing Manager as needed throughout the year to prepare publicity materials.

Submissions

- Visit, or coordinate others' visits to, English and creative writing classes, including evening classes, to solicit submissions. Distribute "seeks submissions" flyers.
- Publicize *Spindrift* to local writing community (coffee houses, schools, readings series, elsewhere) to solicit submissions. Marketing manager works with you on this.
- Log in submissions on coversheets. Make a copy of all submissions which did not provide two copies.
- Right before deadline, push for submissions on campus.

Literary Entries

- Coordinate jurying of literary works, monitor who has read what and whether it can be eliminated.
- Notify those accepted and those not accepted. For those accepted, this should include information about any Spring Reading/Celebration planned, along with details about how to RSVP for reading.
- Give Managing Editor list of names, addresses, and phone numbers of those selected (contributors).
- Return works not accepted.

Design & Printed Work

- Contact contributors about any necessary editorial changes. Take primary responsibility for copy editing, working with Managing Editor.
- Work with other editors in selecting book design.
- Help with and oversee typesetting of all literary works.
- Make photocopies for master file, originals go to VCT, via Art Editor.
- Determine order in which works will appear in book, work with Art Editor to coordinate which art works will go near them.
- Keep tabs on RSVPs for any Spring Reading/Celebration; confirm them shortly before reading, and set up reading order.

- Take primary responsibility for proofreading written work in each print-out received from VCT, working with Managing Editor.

Skills and Abilities Required

- Knowledge of the general principles and processes involved in the selection and publication of literary works
- Strong writing, reading and communication skills
- Knowledge of the basic principles that govern quality in literary works
- Ability to organize and handle a large number of individual manuscripts to determine which ones are acceptable and which must be returned
- Ability to work closely with students, faculty, and campus staff
- Ability to anticipate occasions when plans must change, and to develop and implement alternative approaches
- Good copy-editing and proofreading skills
- Strong time management skills, reliability, attention to detail, and willingness to be available for some responsibilities outside of normal working hours