

## ***Kedma* Staff Positions**

1. The **Editor-in-Chief** will preside at all meetings. The Editor-in-Chief will assist in the process of selecting the remaining staff and will make executive decisions when necessary. S/he will be responsible for plans and goals of the journal and deciding what can be done to expand the role of the journal in the future. S/he will oversee all other positions and function as the top of the chain in command. If someone else is not doing his or her job, it is the responsibility of the Editor-in-Chief to fill in. The Editor-in-Chief will be responsible for knowing about every event that is occurring on campus that is relevant to the journal. S/he will either have to attend the event themselves or send a representative. Overall, the Editor-in-Chief will be responsible for representing the journal on campus and recruiting anyone who might be interested. S/he will also plan any *Kedma* events aside from the launch parties, and will decide which campus events *Kedma* would like to co-sponsor

### EXECUTIVE EDITORIAL BOARD:

*All members of the Executive Editorial Board are required to attend monthly meetings, and to help out with publicity and distribution as the Editor in Chief deems necessary.*

2. The **Essays Editor** is responsible for all in-depth articles. This duty requires soliciting articles and writers as well as meeting with the writers in between drafts to make sure that all questions are answered. The Essays Editor will have say over which articles do and don't get selected and will work with both the Managing Editor and the Editor-in-Chief in making these decisions.
3. The **Reviews Editor** is responsible for the reviews: literature, music, movie, art, or other. This duty requires soliciting articles and writers as well as meeting with the writers in between drafts to make sure that all questions are answered. The Reviews Editor will have say over which articles do and don't get selected and will work with both the Managing Editor and the Editor-in-Chief in making these decisions.

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4. The **Interviews Editor** is responsible for the interview. This duty requires soliciting articles and writers, meeting with the writers in between drafts to make sure that all questions are answered, and coordinating all necessary communication between the interviewers and interviewees. The Interviews Editor will have some say over which articles do and don't get selected and will work with both the Managing Editor and eventually the Editor-in-Chief in making these decisions.
5. The **Arts Editor** is responsible for the art in the journal as well as the cover art (along with the Layout and Design Editor). This duty requires soliciting art, communicating with the artists as necessary, and working with the Layout and Design Editor to lay out the artwork. The Arts Editor will have some say over which submissions do and don't get selected and will work with both the Managing Editor and the Editor-in-Chief in making these decisions
6. The **Creative Writing Editor** is responsible for the creative poetry and prose in the journal. This duty requires soliciting pieces and writers, meeting with writers in between drafts to make sure that all questions are answered, and editing the pieces. The Creative Writing Editor will have some say over which submissions do and do

not get selected and will work with both the Managing Editor and the Editor-in-Chief in making these decisions.

#### EDITORIAL ASSISTANTS:

The **Editorial Assistants** are responsible for copy editing of all pieces, and for assisting with publicity and distribution. Editorial Assistants are required to attend meetings when necessary.

#### FINANCES:

*All members of the Finance Department are required to attend monthly meetings.*

1. The **Business Manager** is responsible for all internal monetary issues. This includes: managing the *Kedma* bank account, taking care of all receipts and check requests, and communicating with the printers. S/he will be responsible for representing *Kedma* to SAC and other student government organizations. When anyone else on staff needs money, they will come to the Business Manager.
2. The **External Finance Manager** is responsible for fundraising and marketing, both on and off-campus. This includes applying for grants (both on and off-campus), contacting prospective donors (both individuals and organizations), and overseeing the monetary aspect of off-campus subscriptions. S/he will be a liaison to all outside resources.

#### PUBLIC RELATIONS AND PLANNING:

*All members of the Finance Department are required to attend monthly meetings.*

1. The **Public Relations Director** is responsible for campus outreach. This will include overseeing distribution, both on and off-campus; sending out the calls for papers; planning and running the launch events; and overseeing all publicity (emails, flyers, banners, etc) for these events.

#### WEB AND DESIGN

1. The **Layout and Design Editor** will be responsible for the layout and design of each issue of the journal. This task will require a certain level of creativity in order to keep the journal fresh and new. The Layout and Design Editor will assist the editors-in-chief with anything that needs to be designed: letterheads, event invitations, banners, flyers, etc; s/he will also work with the Arts Editor on the journal cover. The Layout and Design Editor will have the ability to recruit assistants when needed.
2. The **Webmaster** will be responsible for the upkeep of the website. This will require constant updating to include new journal articles, relevant newspaper articles, and a list of interesting events on campus. The Webmaster will work with the Layout and Design Editor to update the website so that it has a “new look” for each issue and remains new and interesting and has a steady flow of visitors. S/he will have a creative job as well and will be responsible for devising new interactive features that encourage visitors to keep checking the website. One such feature will be the *Kedma blog*, to which the staff will have access.