

HAWAI'I REVIEW EDITOR Position 2016—2017

Position Description:

The Editor of Hawai'i Review, a literary journal with prose, poetry, and art, is responsible for the daily aspects of the operation, administration, and management of the Review, which is published twice a year, has a concurrent website, and involvement in literary activities and promotions that benefit the journal and the University of Hawai'i at Mānoa community. The Editor is in charge of the journal's contents and operations, on behalf of the Student Media Board, which is the chartered student organization responsible for overseeing all student media on campus. The Editor, who supervises a paid and volunteer staff of 5-10 students, serves a one-year term that runs from May 2016 through May 2017.

The Hawai'i Review Editor serves at the will of the SMB and is responsible to the SMB for all phases of the journal's operations. The duties and responsibilities will include, though not limited to, the following:

Administration:

- Shall maintain a fixed office schedule of a minimum of 10 hours per week.
- Shall assist in preparing annual, program-operating budget for the SMB.
- Shall ensure all fiscal expenditures are consistent within the journal's approved budget.
- Prepare a monthly summary report of the operations for the SMB.
- Utilize appropriate resources to monitor and evaluate Hawai'i Review operations.
- Support and enforce all of the journal's operating policies and procedures.
- Comply with all federal, state, city and university regulations and rules.
- Serve as primary spokesperson for Hawai'i Review.
- Respond to all Hawai'i Review inquiries, both internally and externally.
- Establish and execute a plan to promote Hawai'i Review on a university and community level.
- Update and maintain all Hawai'i Review records.
- Serves as a member of the SMB, sustaining a consultative relationship with board members.

Technical/Editorial:

- Responsible for the overall supervision of the design and production of Hawai'i Review.
- Responsible for the overall layout of Hawai'i Review.
- Responsible for continuing HR's digital first priorities for the publication, including continuing efforts on archiving journals in Hamilton Library.
- Responsible for holding regular planning and production meetings with student staff.
- Responsible for the completion of final copy of each issue of Hawai'i Review appointed to complete by the board-specified deadlines.
- Responsible for establishing a routine for processing manuscripts and other office procedures.
- Responsible for coordinating and establishing contributor deadlines with staff.
- Responsible for ensuring that the final copy is proofread for spelling errors, grammar errors and accuracy prior to printing.
- Coordinate and establish realistic deadlines with the SMB advisers for a smooth production flow.

Personnel:

- Recruit, appoint, train and supervise competent student staff.
- Establish and maintain minimum training standards for journal staff.
- Evaluate Hawai'i Review personnel on a semester basis.
- Evaluate personnel training on an annual basis.
- Serve as primary mediator for internal grievance procedures.
- Report personnel matters (including but not limited to hours worked, stipend payment, deadline progress) to the SMB on a regular and timely basis.

Program Development:

- Responsible for attending poetry and fiction readings and other literary functions as an active member of the literary community.
- Responsible for coordination of Hawai'i Review readings and receptions.
- Responsible for soliciting book reviews.
- Motivate all journal employees and staff toward meeting project goals and objectives as well as be open to developing community partnerships and outreach that will enhance the presence and image of Hawai'i Review in the broader community.
- Facilitate collaborations, shared content and marketing, with other student media programs (UH Productions, Ka Leo, KTUH).
- Must attend regular training to improve on technical, management, and leadership skills related to Hawai'i Review.

Minimum Qualifications:

- At least one year of experience as a manager of a team of editors for a student-run publication that produces two print issues per year and web-based publications, in addition to readings and performances and online spotlights on student writers.
- Demonstrated ability to communicate clearly, both verbally and in written form.
- Demonstrated ability to organize, update, and maintain all Hawai'i Review files and fiscal documents
- Demonstrated skills in editing, organizational management, supervising others, public relations, and budgeting.
- Experience doing print and web layout and design, with InDesign and Photoshop software.
- Experience using social media (Twitter, Facebook, Instagram) to promote the program.
- Ability to handle self in a manner conducive to a professional business atmosphere
- Possess a minimum of 12 credit hours accumulated at UH Mānoa.
- Currently enrolled in a minimum of 6 credit hours for undergraduate or 4 credit hours for graduate students.
- Be a fee-paying UHM student in good standing.

Desired Qualifications:

- Prior management experience with Hawai'i Review
- Active participant in literary community