

***FellowScript* Editor in Chief Job Description**

The purpose of the Editor in Chief (EIC) is to oversee the compilation, review, and distribution of the quarterly InScribe magazine, *FellowScript*.

Provides direction and oversight to *FellowScript* team.

- Provides guidance to team and addresses issues with members as needed.
- Invites input from the *FellowScript* team to determine each magazine's theme. Uses conference theme chosen by Executive as theme of the November issue following conference.
- Ensures that deadlines are being met and that quality magazine is produced.

Compiles and edits magazine content.

- Works with the Acquisitions, Columns, and Poetry Editors to acquire sufficient content for the magazine. Preference is given to submissions from members of InScribe.
- Maintains digital file of signed contracts with contributors.
- Proofreads pieces submitted by Acquisitions, Columns, and Poetry Editors.
- Ensures each piece includes a brief bio (50 words max) and a recent headshot of author.
- Forwards pieces to Design & Layout Editor.
- Receives needed changes from Proofreaders and compiles master list to forward to D/L Editor.
- Reviews final version to ensure changes have been made before sending to printer.

Liaise with Printer.

- Ensures that someone is assigned to liaise directly with the printer, or requests that the appropriate member of the Executive do so.

Advertising

- Promotes use of display ads in publication.
- Connects with advertisers to communicate InScribe guidelines and to ensure satisfaction with publication of ads.

Reports to InScribe Executive.

- Is welcome to attend Executive meetings, as able, to inform and be informed.
- Prepares an annual report to be sent to the Executive.
- Ensures that the *FellowScript* information is up to date on the InScribe website.
- Informs Executive of positions that need to be filled on the editorial team.
- Provides a nomination for Editor's Choice Award from articles in previous four issues.
- Works with Executive to improve financial viability of *FellowScript*.

Qualifications

- Competent and encouraging team leader
- Effective communicator
- Editing ability and experience
- Good time management skills
- Skilled proofreader
- Basic understanding of the tech being used & willingness to learn new skills
- Ability to apply guidelines of *FellowScript* Style Sheet and update them as needed
- Familiarity or willingness to learn about copyright restrictions, selecting appropriate pieces, respecting “author voice”
- Visionary

Time commitment @20-25 hours/month