***Loch Norse Magazine* 2023-2024**

**Job Requirements**

Want to help create *Loch Norse Magazine?* On average, staff positions require about one hour of commitment per week, although workload varies weekly. In the spring semester, editors should expect to spend more time as the staff creates the yearly issue.

**Open Positions:**

Editor/s-in-Chief (up to 2 positions)

Visual Art Editors (up to 2 positions)

Fiction Editors (up to 2 positions)

Poetry Editors (up to 2 positions)

Creative Nonfiction Editors (up to 2 positions)

Hybrid/Experimental Writing Editors (up to 2 positions)

Publicity Directors (up to 2 positions)

Assistant Readers (up to 4-6)

Editor/s-in-Chief

This role requires the most commitment, since they work with Kelly to organize open mic events as well as coordinate all efforts of the magazine, which includes communicating with staff and arranging meetings and generally making sure all is on track throughout the entire academic year.

Content Editors (Poetry Editors, Fiction Editors, Creative Nonfiction Editors, and Hybrid/Experimental Writing Editors)

These editors do the nitty gritty work of preparing writing and art for the magazine. They read all the submissions of their genre, meet with the authors to discuss edits when necessary, and send acceptance and rejection letters to people who have submitted. They have a low workload for the early part of the year which ramps up significantly beginning with the submission deadline. They also have the option of helping MC open mic events if they wish.

Visual Art Editors

The two visual art editors will create flyers for promoting *Loch Norse* events like the open mic nights and visuals for social media. The visual art editors will collaborate on the layout of the final magazine and work with artists to pair art with prose and poetry. They also have the option of helping MC open mic events if they wish.

Publicity Directors

The two students in this position will work together to manage *Loch Norse’s* social media account as well as to post flyers on campus and local venues and write messages in chalk and any other ways that will help spread the word. They also have the option of helping MC open mic events if they wish.

Assistant Readers

These students help editors as needed to help make editorial decisions—often they are asked to read something if the editors need a second opinion. It is far less work than being a genre editor, but it allows these students to be involved—even if they can’t commit as much time as genre editors will have to do. They also have the option of helping MC open mic events if they wish.

\*\*See the last page for a calendar of *Loch Norse* events in order to see time commitments

***Loch Norse Magazine***

**Staff Application**

Name:

E-mail:

Phone Number:

Class Year:

Estimated date of graduation:

Positions Available: (Please rank your preferences, first choice being a 1, etc.). You can apply to as many or as few positions as you’d like.

***Loch Norse Magazine Positions***

Editor-in-Chief\_\_\_

Fiction Editor \_\_\_

Poetry Editor \_\_\_

CNF Editor \_\_\_

Hybrid/Experimental Writing Editor\_\_\_

Visual Art Editor\_\_\_

Publicity Director\_\_\_

Assistant Reader\_\_\_

Based on your preferences above, please describe your experience with writing, editing, public relations, social media, and/or hosting community events. List classes, previous experience, etc.

Have you ever been involved in an artistic community other than *Loch Norse Magazine* (i.e. Art Club, Drama Club, Theater/Dance production, orchestra, etc)?

Producing a magazine is a task that takes excellent organizational and leadership skills. What activities and accomplishments in your past attest to your ability to bring these skills to the *Loch Norse* staff?

What ideas do you have for shaping the future of *Loch Norse Magazine*? How might this organization help students socially, creatively, and professionally?

What other commitments do you have for next year? (I.e. class load, paid work, extra-curricular, family commitments, etc). Being part of the *Loch Norse* staff requires dedication; are you prepared to consistently attend staff meetings/open mic nights and make deadlines?

**This application must be returned to Kelly Moffett by Wednesday, April 12. You can send it by email to** [**moffettk1@nku.edu**](mailto:moffettk1@nku.edu)**. Please be sure that you have a “application received” email from Kelly to ensure your application has, indeed, been received.**

***Loch Norse Magazine***

**Tentative Calendar of Deadlines and Events**

**August**

NKU Fresh Fusion Event Table (meet and recruit first year students)

**First two weeks of fall semester**

Class talks (announcing submission guidelines)

**September Open Mic (Date TBD)**

**October Open Mic (Date TBD)**

**November Open Mic (Date TBD)**

**January Open Mic (Date TBD)**

**First two weeks of spring semester**

Class talks (announcing submission guidelines)

**January (end)**

**SUBMISSIONS DUE for *Loch Norse XI***

**February Open Mic (Date TBD)**

**February**

Selections due to Editors (no edits necessary – just names of pieces)

**Throughout February**

Contact authors to inform them of acceptance/rejection

Have in-person or virtual meetings with the authors for any pieces that need editing

**March Open Mic (Date TBD)**

**March (early)**

Edited pieces due to Editors-in-Chiefs

**March (end)**

Editors-in-Chief— finished magazine due

**April Open Mic and Magazine Release Party (Date TBD)**