**EXPRESSION STAFF POSITIONS**

**Editor-in-Chief (Leads Staff in Pursuit of Mission)**
- Assumes leadership role by assigning, coordinating, and directing staff duties
- Prepares written agenda for & chairs weekly staff meetings & special work sessions
- Ensures schedules, deadlines, staff, and publication obligations are met
- Represents the magazine on the CC Publications Board
- Along with the production editor, serves as primary contact with printer
- Oversees promotional efforts, submission process, judging sessions, magazine design, production, unveiling reception, and campus-wide distribution
- Maintains assigned office hours
- Directly responsible to faculty sponsor

**All Other Positions**
- **Adheres to scheduled deadlines**
- **Attends weekly meetings, special work sessions, and judging session**
- **Maintains assigned office hours**
- **Directly responsible to editor-in-chief**

**Managing Editor (Manages Office, Submission, and Distribution)**
- Tracks expenses and maintains financial records
- Organizes and supplies office and resolves problems with equipment and/or supplies
- Trains all staff in regard to phone and office equipment protocol
- Coordinates staff office hours
- Oversees submission logs
- Records, distributes for approval, and files minutes for all meetings
- Plans and implements magazine distribution

**Production Editor (Prepares Promotional Materials and Magazine for Publishing)**
- Generates and graphs design concept for the magazine and any promotional materials on the computer, working closely with the art editor, and securing input from the staff
- Maintains a close working relationship with the publisher
- Prepares lay-outs for the publisher, carefully checking all proofs with input from staff
- Ensures that all publication deadlines are met

**Web Editor**
- Maintains Expression’s professional presence on Facebook and any other designated and approved (by both chief editor and faculty sponsor) websites
- Ensures link remains viable to updated submission packet material
- Assumes other electronic duties as needed

**Literary Editor**
- Actively solicits literary submissions through correspondence with faculty, students, and literary conference participants – arranging as many classroom visitations as possible
- Organizes literary judging session; once judges are selected by staff, secures judges, explains duties
- Sends thank-you notes to literary judges, along with an invitation to the reception
- Sends rejection or acceptance letters (accompanied by invitation to spring reception) to all who submit literature
- Adheres to scheduled deadlines
- Designates responsibilities to assistant, as deemed appropriate
Art Editor (Responsible for Art Components of Magazine)
- Creates cover design mock-ups based on staff input and finalizes magazine cover
- Designs artwork for promotional materials (posters, flyers, t-shirts, etc.)
- Actively solicits student art submissions through correspondence with art, theatre, and architecture faculty and students – arranging as many classroom visits as possible
- Organizes art judging session; once judges are selected by staff, secures judges and explains duties
- Promptly arranges for scanning/photographing all artwork selected for magazine
- Sends thank-you notes to art judges, along with an invitation to the reception
- Sends rejection or acceptance letters (along with invitations to spring reception) to all who submit art
- Designates responsibilities to assistant, as deemed appropriate

Music Editor (Responsible for Music Components of Magazine)
- Actively solicits music submissions through correspondence with faculty and students – arranging as many classroom visits as possible
- Organizes music judging session; once judges are selected by staff, secures judges and explains duties
- Sends thank-you notes to music judges, along with an invitation to the reception
- Sends rejection or acceptance letters (accompanied by invitation to spring reception) to all who submit music

Staff Assistants
- Fulfills duties as designated by editor-in-chief
- Helps out where needed