



# EXPONENT II

## Editor in Chief: Job Description

The Editor in Chief is committed to producing the highest quality printed archive of personal narratives, theological essays, fiction, poetry, and art for the purpose of providing a feminist forum for women and gender minorities across the Mormon spectrum to share their diverse life experiences in an atmosphere of trust and acceptance. Through these exchanges, we strive to create a community to better understand and support each other. The Editor oversees all aspects of magazine conception, production, staffing, marketing, and development. This role is a member of the Exponent II board, which makes decisions for the entire organization.

For a personalized, detailed look at what this role looks like, the current editor in chief, Rachel Rueckert, recommends you read [this snapshot](#) she put together.

### *Key Responsibilities*

- Aligns overall magazine goals with goals of Exponent II organization - ensures mix of voice and points of view
- Leads all concept, theme and ideation for the magazine overall and for each issue
- Produces a 48-page magazine four times per year.
  - Partner with editorial team on ongoing process, assignments and tasks
  - Solicit, review, and edit articles
  - Work closely with authors and author editors
  - Manage staff, including proofreaders, feature editors, and design team
  - Communicate with printer and mailer
  - Adhere to publication calendar and finish each issue on time
- Populates the digital version of the magazine for the website
- Represents the organization in public forums, as much as is feasible. This responsibility can be shared with the Managing Editor.
  - Attend events such as Sunstone, Midwest Pilgrims, etc.
- Attends monthly (virtual) board meetings and addresses issues regarding the community, magazine, blog, social media, and retreat. Presents update on the magazine production.
- Hosts quarterly launch party over Zoom for contributors
- Willingness to market the magazine and fundraise for the organization.

### *Required Skills/Experience*

- Demonstrated ability to develop and lead a staff and production process and keep the organization as a whole running smoothly and coherently. Project management is the biggest part of this role.
- Ability to work with novice writers as well as experienced ones. Desire to develop and invest in new writers.
- Ability to see the strengths in a weak article and guide an author to develop a piece.
- Skill in management of volunteer staff, including internal and external communication, setting expectations, and meeting deadlines.
- Understanding of and interest in Mormon art
- A willingness to accept a diversity of voices and worldviews within the parameters of the organization while keeping a balance among the many different faith journeys represented in the group.
- Ability to have honest and direct conversations with staff, writers, and consumers about editorial and leadership choices
- Strong writer
- Ideally, have writers and editors in their personal and professional network

### *Timing, Commitment, Location and Compensation*

- Ongoing time commitment can vary greatly depending on the week and your work style. Average is 15 hours/week with the Managing Editor handling some of the responsibilities. The organization is willing to consider a variety of leadership structures for the team producing the magazine. (In the past, this has consisted of the Editor in Chief and 1-2 Managing Editors. There are also staff members who edit specific content (e.g., an art editor), review submissions, and create the layout. Exponent II is willing to consider proposals of co-editors or other unorthodox leadership structures.)
- Location can be anywhere, although navigating time zones that differ significantly from those in the mainland US could pose some challenges.
- Exponent II provides a stipend of \$3,000 per quarterly issue (\$12,000 annually) for this position.

To apply to this position, please email [editor@exponentii.org](mailto:editor@exponentii.org) with a cover letter plus a CV and/or resume by January 1, 2015.