



# Bay Area Young Writers Bulletin Application

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## Positions and their responsibilities:

Your general responsibilities as an *editor*:

- ★ Attend monthly board-member meetings.
- ★ Review writing submissions to the website. This means determining appropriate content warnings, making copy edits (only editing unintentional spelling/grammatical errors), etc.
- ★ Work with other editors to help decide the highlighted work of the month.

Your general responsibilities as a *publicity manager*:

- ★ Manage the instagram account, including making official posts and choosing what we can do to promote the organization (whimsical reels).
- ★ Reach out to local schools/organizations for opportunities to promote BAYWB through in-person presentations, transference of our information, etc.

Your general responsibilities as a *visual designer*:

- ★ Format and upload submissions on our website after they're cleared by our editors.
- ★ Help with general visuals within the website.
- ★ Help design our bimonthly editions.

## The application process:

- 1) Fill out the following form and submit a PDF via email to [bayoungwriters@gmail.com](mailto:bayoungwriters@gmail.com). Please only fill out the section(s) you want to apply for, and leave the rest blank. Experience is encouraged, but not required!
- 2) The current board will review your application.
- 3) If we think you'd be a good fit as a member, we'll schedule a quick zoom interview to get to know you better.
- 4) Following the interview, we'll invite you to participate in board meetings and perform your desired position for one to two weeks (basically a mock-trial!).
- 5) After the trial run, we'll review whether or not we think you'll be a good fit for the board in a private meeting.

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## Application

*Please fill out the general application below.*

What is your name, grade, and school?

Email and phone number?

What are you applying as? (visual designer, publicity, editor)

What are some relevant experiences you've had as a writer or leader? How do you plan to apply these experiences?

Do you have any questions that could be answered through the interview about job specifics, time commitment, etc.?

Anything else you'd like us to know about you or your application?

## Role-Specific Questions

*Answer the questions relating to the role you're applying to. For the roles you aren't applying to, feel free to delete the questions for that role to make formatting and readability easier. For any "if" questions that don't apply to you (samples for the most part are required), you may leave the questions blank or write "N/A."*

## Editor-Specific Questions

Do you have any experience with editing pieces of writing? This can include being editor for your school's paper or peer-editing/beta-ing your friend's works in the past. If so, please describe it below.

Link 1-3 writing samples (fiction, analysis essays, poetry, fanfiction, anything!) below.

### **Visual Designer-Specific Questions**

Do you have any experience with visual design, or tools such as Canva? If so, describe or link them below.

Do you have any experience using WordPress? If so, describe it below. (Experience is not required!)

Link 1-3 samples (physical drawings, Canva designs, or anything that may be relevant) of your work below.

### **Publicity Manager-Specific Questions**

Do you have experience in publicity, namely proficiency in using Instagram? This can include running instagram accounts for clubs, or just being good at using Instagram. If so, describe it below.

If you have any relevant samples (i.e. the instagram you run, past outreach or public speaking experience) please link or describe them here.

If you haven't had any public speaking or outreach experience, how comfortable are you with these things?

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