Reporting for Duty!

🏹 Preface 🏹

Thanks to everyone's positive feedback on the interest check, we will continue with this zine project! With that said, we will be looking for some mods to join our team to help make our project the best it can be. Below, we will give you a summary of all the information you will need to know for what is expected from each mod position, as well as a comprehensive look at the zine's rules.

🏹 Zine Specs 🏹

The zine will be A5, perfect bound, and full color. From our interest check's top candidates, merch will include (but is definitely not limited to): prints, charms, sticker sheets, pins, and stationary items such as notepads and washitape.

🏹 Schedule 🏹

Interest Check Period: Dec 18 – Jan 18

Mod Apps Period: Jan 28 - Feb 28

Contributor Apps Period: March 11 - April 15

Contributor Emails: April 23

Contributor Lineup: May 1

Check In #1: May 22

Check In #2: June 22

Check In #3: July 16

Final Submission: July 31

Preorders Period: Aug 10 - Sept 10

Distribution Period: TBD

🏹 Mod Team 🏹

Jade [Art] – Mod Jade is a tenacious artist who loves tea and horror games (the perfect combo, they dare add). You'll often find them walking in the rain somewhere, probably admiring old architecture or enjoying the trees. Their mod experiences include Rank Up!: A Persona Friendship zine, Up to No Good: A Spirit Hunter zine, and The Hero's Journey: An Akayona Tarot zine.

Azu [Social Media] – Mod Azu is a dedicated women supporter who loves diving into meta about story and relationships. She's often pouring over her numerous volumes of manga while listening to K-pop girl groups. She has also modded Up to No Good and The Hero's Journey alongside Mod Jade.

Open Positions:

— Writing

— Graphics

— Layout

— Shipping*

— Finances*

— Assistant

These roles are <u>REQUIRED</u> for this zine to move forward as a physical. If we do not have both roles, we <u>cannot</u> move forward with physical zine and merch.

Please note the following: *These roles are subject to change due to amount of applications, and some may be combined for that reason (i.e Graphics & Layout, Finances & Shipping). What is listed above is what roles need to be filled for this zine to operate moving forward.*

🏹 Requirements & Responsibilities 🏹

General:

- <u>All moderators must have a Discord account</u> and be willing to join the server, as it is our main method of communication. There is no requirement of having knowledge about Discord or its workings, but it is preferred if you do (this does not impact acceptance). There is time before contributors join, and we're happy to help you with setting up with Discord.
- All mods must plan for the schedule listed above as planned. Any requests for extensions should be talked about with a moderator and approved by said moderator in advance.
- <u>All mods must be over the age of 18 by February 28th, 2022</u>. The only role that is subject to exemption from this rule is the assistant mod.
- <u>Any links to references and portfolios must be visible to current mods</u>. Failure to access any links may lead to your application being rejected.

Assistant Mod:

- Working closely with other mods that the zine runs smoothly.
- Keeping an eye on the Discord server. This would be including answering any questions and/or helping point people in the right direction for help.
- Assisting other mods with keeping up pipelines and organization of the zine (this will include maintaining project trackers, keeping the google drive organized, help with emails, etc)
- You may also be asked to help other mods with certain department related tasks, but this is not mandatory.

Writer Mod:

- Selecting writers to participate in the zine from an applicant pool.
- Ensure all writer contributors are producing writing that is within word count and print ready.
- Provide constructive feedback that uplifts and helps writer contributors.
- Provide beta reading when necessary.
- Provide a portfolio of at least 3 prior written works you've done. This can be a link to a Google Drive folder or A03 account.

Graphics Mod:

- Creating graphics for the zine.
- Working with the art and layout mods to ensure the zine's graphics and theme are cohesive and as intended.
- Working with the social media mod to ensure that they have all the graphics needed to keep social media active.
- Provide a portfolio of at least 3 prior graphics that you've done. This can be a link to a Google Drive folder, website, or media account.

Layout Mod:

- Create the PDF of zine in preparation for print.

- Working with the graphics mod to ensure the zine's look is cohesive with the graphics and aesthetic of the theme
- Provide a portfolio of <u>at least 3 prior works</u> relevant to this position. This can be personal work, actual zine layouts, etc.

- ☒ Note: if you have a program you prefer, let us know (out of curiosity/knowledge, it won't impact your application). In the past, the current mods have had experience with only Affinity.

Finance Mod:

- Manage the storefront and the PayPal or other financial accounts associated with the store.
- Work with Shipping Mod to create bundles for the zine and price items accordingly.
- Work with Shipping Mod to source quotes and run calculations.
- Manage funds of the zine with other mods (with sensitive information omitted).
- Ordering the zine's products for the Shipping Mod to ship out to customers.

Shipping Mod:

- Receive the physical products ordered from manufacturers and ship copies of the zine and bundles to the correct address.
- Ensure all physical products received are up to quality and free from any defects.
- Work with Finance Mod to make sure items and bundles are priced appropriately.
- Work with Finance Mod to source quotes and run calculations.
- Assist Finance Mod with the storefront when necessary, such as setting up shipping process (i.e. Pirateship, Shipstation, etc).

🏹 F.A.Q. 🏹

How much does experience factor in applications?

The only experience required is the finances and shipping mods, as they are the most difficult and tricky to deal with as a newcomer. For the other roles, they do not require experience! So long as you're able to display your strengths and outside experience for your applied role(s), the current mods will take that into account.

Will this zine contain NSFW content?

This will depend on the interest check for NSFW content. The main zine will NOT contain NSFW content but there is a possibility of side book of NSFW content. This will be solidified more once we gather our mod team and assess interest.

Can I apply for multiple roles?

Yep! Depending on how the applications go and if the applicant is fine with two roles, they will be able to handle two roles they applied for.

Can moderators be allowed to contribute to the zine?

Yes, but they will also have to submit a contributor application as well, and be subject to the same judging process.

Will you be giving feedback?

Due to the current mods' limited time, we will not be able to give feedback at this time.