

Managing Editor

Job description

| Term | Hours | Initial Review |
|----------------------------|-----------------|--------------------------|
| 2 years, contract position | 20 hours / week | After first three months |

Start date: February 4, 2014 (negotiable)

Deadline for applications: December 31, 2013 (or until a successful candidate is found)

Job summary and reporting

Reporting to the Board of Geez Press Inc. and working in consultation with the Editor, the Managing Editor is responsible for maintaining a production schedule, working with writers, and providing clean copy for publication. The Managing Editor is a member of the *Geez* team; they seek a work environment that honours each worker's gifts and autonomy yet allows for feedback and accountability.

Pay

\$1,000 per month (approx. \$12.50/hour, flat payscale). This includes three weeks holidays, including one week off between Christmas and New Years. As a contract term position, there will be no deductions taken from this rate, and no benefits paid. Workers should anticipate recording this income as self-employed income on their tax returns (advice with this is available).

Hours

20 hours per week. Most of the work takes place in the *Geez* Winnipeg office.

Details of responsibilities

1. Production schedule – set deadlines in consultation with Editor
2. Pitch call – circulate call for pitches, assist with writing
3. Pitches – receive, provide initial assessment, respond to writers
4. Story lineup – assist with developing the list of stories for each issue
5. Assignments – make assignments to writers in consultation with Editor
6. Structural editing – assist the Editor
7. Copy editing – prepare files for layout
8. Proofreading – coordinate and call for proofers
9. Deadline week – assist with production, captions, images, etc.
10. Paylist – contributor magazines, cheques and thank-you notes to contributors
11. PDFs of reviews sent to publishers
12. Email – manage editor@geezmagazine.org
13. Other – attend worker meetings, contribute to website at time permits, maintain a clean and organized office space along with co-workers.

Apply in writing with a resume, cover letter and references to:

Aiden Enns, Editor
Geez magazine
jobs@geezmagazine.org

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