

Cellar Roots Membership Positions

The **Editor-in-Chief** is responsible for:

- Overseeing all aspects of the creation of the magazine and acting as central leadership
- Coordinating and leading central communication/meetings, as well as creating a general plan/goal for the year
- Working with the Faculty Advisor to ensure organization is running optimally
- Assisting other members with questions and concerns, as well as finalizing decisions
- Monitoring the Cellar Roots email inbox for any general inquiries or opportunities
- Working closely with the Treasurer to manage the finances
- Performing other tasks and duties as needed

The **Assistant Editor** is responsible for:

- Helping the Editor-in-Chief oversee magazine creation and team management
- Going through final edits with the copy editor(s)
- Overseeing updates to the website and social media accounts, and assisting media specialists with promotional material
- Monitoring the Cellar Roots email inbox for any general inquiries and responding when able
- Other tasks as assigned

The **Chief Editorial Advisor** is responsible for:

- Standing by as a resource to the current Editor in Chief and Assistant Editor
- Spearhead membership recruitment efforts
- Monitor team members to make sure they continue to meet membership requirements, contribute meaningfully, and feel included
- Being available for all team members in the event that assistance is needed
- Having in-depth knowledge of club processes and operations and providing advice when needed

The **Treasurer** is responsible for:

- Tracking all income and expenses for Cellar Roots a University entity
- Assisting others with expenses involved with promotional materials, event coordination, or any other club activities involving expenses
- Managing the Cellar Roots shop, Amazon book sales, and more
- Working closely with the Editor-in-Chief, Assistant Editor, and Faculty Advisor to manage income and expenses, optimize spending, and maximize effective use of donation and sponsorship funds
- Seeking out, building relationships with, and negotiating with possible sponsors

The **Submissions Coordinator** is responsible for:

- Monitoring the Google Form/Drive for incoming submissions
- Skimming submission content to make sure it meets submission guidelines
- Recording what is submitted, who submitted it, and all other associated information
- Removing any information that could identify the artist from each submission before sending it to the associated editor
- Monitoring the Cellar Roots email and communicating regularly with artists to answer questions and execute any post-submission artist edits

The **Copy Editor*** is responsible for:

- Ensuring all written materials are free of errors, accurate, and easy to read
- Making sure that content and formatting works with both online and print publication
- Making the final decision on “maybe” submissions and
- Working with and helping the genre editors when needed
- Having a sharp eye for detail and in-depth understanding of the English language

The **Fiction Editor*** is responsible for:

- Overseeing the editing and judging of fiction/non-fiction submissions
- Editing grammar, style, accuracy and length to fit the space allotted in the magazine
- Selecting the works to be considered for publication and recording their decision in the appropriate spreadsheet
- Making sure all pieces meet submission guidelines
- Having knowledge of all forms, style, prose writing and the ability to teach others

The **Poetry Editor*** is responsible for:

- Overseeing the editing and judging of poetry submissions
- Editing grammar, style, accuracy and length to fit the space allotted in the magazine
- Making sure all pieces meet submission guidelines
- Selecting the works to be considered for publication and recording their decision in the appropriate spreadsheet
- Having knowledge of all poetry form and style

The **Visual Arts Editor*** is responsible for:

- Overseeing the editing and judging of all visual art submissions (2D, 3D, music, film, etc)
- Making sure all pieces meet submission guidelines
- Selecting the works to be considered for publication and recording their decision in the appropriate spreadsheet
- Having a broad knowledge of content related to visual art
- Assisting the Editor in Chief with coordinating any galleries or showcases

The **Layout and Design Editor*** is responsible for:

- Overseeing the design, layout, and theme of the magazine
- Creating and formatting the final magazine to be ready for publication
- Utilizing layout software to assemble text, photographs, and other visual content to look aesthetically pleasing and readable (InDesign and Photoshop knowledge necessary, graphic design experience a plus)

The **Digital Media Specialist*** is responsible for:

- Monitoring the website for information accuracy, relevancy and creative engagement
- Updating the website when needed, making sure the site stays clean and professional
- Actively interacting with and maintaining other Cellar Roots social media platforms (Instagram, Facebook, Twitter, EMU Engage, etc) to post promotional material and capture student body interest
- Working closely with the Marketing and Outreach Coordinator to promote Cellar Roots

The **Marketing and Outreach Coordinator*** is responsible for:

- Promoting the magazine to the student body of EMU
- Handling distribution of flyers, event coordination, and public relations
- Serving as a liaison between Cellar Roots and other EMU organizations
- Assisting the Editor in Chief with fundraising and promotional events
- Working closely with the Digital Media Specialist to promote Cellar Roots

*Multiple people can hold this position if necessary