

***Grain* Editor Job Description**

Accountability

The *Grain* Editor reports to the *Grain* Advisory Committee and is responsible to the Saskatchewan Writers' Guild Board of Directors and Executive Director. The Editor makes regular oral and written reports to the Executive Director on financial and administrative matters pertaining to the publishing of the magazine.

General Information

Purpose

The *Grain* Editor oversees all aspects of the production of *Grain* magazine and is responsible for all editorial decisions independently from the *Grain* Advisory Committee, the SWG Board, and the SWG Executive Director and staff.

General Description

The *Grain* Editor oversees all aspects of the production of the *Grain* literary magazine, including planning, procuring, and editing content, copy for layout, managing personnel, and writing and submitting grant applications and reports. The *Grain* Editor ensures that the selection and presentation of the content of *Grain* maintains a consistently high standard for the publication. The Editor also responds to contributors in a timely fashion, gives written feedback to Saskatchewan contributors, as well as approves final printer proof, circulation, and marketing of the magazine.

Expectations

The Editor is experienced in literary, scholarly, or academic magazine or book publishing, in the selection of material for publications, and has knowledge of Saskatchewan, prairie, and Canadian literature.

The Editor must:

- Reside within Saskatchewan
- Be able to work remotely
- Be available to travel for occasional meetings
- Be available to work an average of 20-25 hours per week
- Be available during work hours to coordinate with SWG staff

Key Competencies

- Previous editorial experience with literary publications, with a preference for literary magazine experience
- Experience in the selection, editing and copy-editing of literary manuscripts

- Knowledge of planning, production and printing processes
- Familiarity with copyright issues
- Strong organizational and administrative skills
- Demonstrated abilities in budgeting and grant writing
- Interpersonal skills with the ability to work co-operatively and effectively with internal and external partners
- Strong verbal and written communications skills
- Knowledge of current challenges and opportunities relating to the writing community in Saskatchewan and Canada

Key Responsibilities:

Administration

- Select the *Grain* editorial staff, including proof readers and/or pre-readers, on an annual contract basis
- Coordinate and supervise, including managing, processing and circulating of submissions to editorial staff and day-to-day operations of *Grain*
- Manage finances/budgeting, contracts and other day-to-day magazine management in consultation with the SWG Executive Director
- Work with the Associate Editors and the SWG Publication Coordinator on production of each issue
- Work with the SWG staff to provide maintenance, updates, and contributions to *Grain*'s website and newsletter
- Familiarity and experience with social media platforms and dissemination of marketing
- Prepare grant applications to other funding agencies, as needed, and provide all reports required by the funding agencies and the SWG
- Prepare donation request letters and responses to donors
- Ensure all funders are acknowledged in all print, online materials and verbally on every occasion, with a message of thanks and logos prominently displayed, including those of the Guild
- In consultation with the *Grain* Advisory Committee and the SWG Executive Director, develop a *Grain* Business and Strategy Plan, and any changes to the *Grain* Style Guide
- Work in conjunction with the SWG for all activities outside the publishing aspect, including, but not limited to, any launches, fundraising, special events, announcements, and SWG conferences
- Reports to the membership on *Grain*'s activities in the SWG Annual Report and at the SWG Annual General Meeting, as required
- Cultivate, maintain and raise the profile of *Grain* by increasing subscription, contributor, and advertising bases

Editorial

- Edit four issues of *Grain* per year
- Ensure each issue is published according to the publication schedule

- Plan and procure content, oversee processing and circulating of submissions to Associate Editors
- Working with the SWG Publications Coordinator and the Associate Editors, the Editor will have final editorial direction over each issue
- Supervise meetings and receive reports and recommendations on content from the Associate Editors
- Edit all content and request changes and rewrites in a timely manner, where necessary, for accepted submissions
- Liaise and provide copy for the layout to the SWG Publication Coordinator, who is responsible for coordinating with the printer and overseeing the printing of the magazine
- Manage the selection of visual art for the magazine in coordination with the SWG Publication Coordinator and the Associate Editors
- Ensure all rights, permissions, and other consents are secured for each issue's content, contributor contracts are completed prior to the issue being laid out and submitted to the SWG, and all contributor payment information is correct and disseminated to the SWG
- Ensure response time to submissions is timely and oversee letters of rejection and acceptance
- Manage and implement *Grain* contests following established guidelines
- Ensure written feedback is provided to Saskatchewan-based writers to give them guidance to improve the quality of their work
- Write an Editor's Note for each issue of the magazine (optional)
- Manage, maintain, and expand exchange advertising, marketing, and online media
- Provide quarterly reports on each issue to the SWG and Grain Advisory Committee