

# **Staff Roles**

## **Managing Editor**

This individual facilitates communication between all members of Jabberwocky and is responsible for the official Jabberwocky email. In addition, the Managing Editor logs, sorts, and sends submissions to the appropriate Editors each week. The Managing Editor also will take on any responsibility the Editor-in-Chief sees fit including but not limited to: running staff meetings, sending acceptance/rejection letters to the authors of submissions, advertising details of Jabberwocky's publication and release, and aid in designing and copyediting the journal.

## **Associate Editor**

This individual's main responsibility is the planning of Jabberwocky's launch party. In addition, they assist the Editor-in-Chief with any responsibilities deemed necessary including but not limited to: running staff meetings, organization of events related to Jabberwocky outside of weekly meetings, and advertising details of Jabberwocky's publication and release.

## **Head Editors**

These individuals are responsible for leading discussion on their genre's submissions. They must facilitate conversation in order to come to a conclusion for each piece. After the meeting, they must inform the Managing Editor of which submissions have been accepted.

## **Editors**

These individuals are responsible for reading, analyzing, and coming to a decision on all submissions for their specific assigned genre. They must bring notes and participate in the discussion of each piece at the weekly meetings.

## **Copy Editors**

These individuals are responsible for proofreading Jabberwocky before the journal is given to the printer. They do not have the authority to alter the text of the accepted submissions except for obvious grammatical or spelling errors.

## **Social Media**

This individual is in charge of Jabberwocky's instagram. They will take initiative in creating posts for both the page and its stories as well as get Jabberwocky's staff involved with the content.