



CALL FOR APPLICATIONS

QuillsEdge Press seeks a grounded and passionate leader to assume the role of Executive Editor.

The Press is a 501(c)3 non-profit organization dedicated to publishing the poetry and poetry in translation of womxn over the age of 50. We engage in our work through intersectional feminism and, thus, also seek to promote greater equity in publishing for womxn over 50 who are BIPOC, queer and transgender womxn, womxn with disabilities, and other historically oppressed minorities.

DESCRIPTION:

The Executive Editor works with the Board of Directors to fulfill the vision and mission of QuillsEdge Press through its daily and ongoing work, including the following responsibilities:

- Editorial
 - Publicize calls for submissions
 - Establish and maintain editorial and publication calendars
 - Recruit, train, and collaborate with volunteer readers to review submissions
 - Make and communicate final decisions to accept or decline submissions
 - Enact or closely oversee each stage of the publication process for accepted works, including the following tasks:
 - Create and send publishing contracts to accepted poets and translators
 - Ensure publishing permissions are secured when needed
 - Work with poets and translators on collaborative revision process when needed
 - Communicate with authors throughout projects as needed to maintain transparency and accountability in publishing process
 - Create or outsource layout design and cover design as appropriate
 - Work with designer(s), proofreader, and printer to create high-quality books that are a pleasure to hold and look at, as well as to read
 - Write and deliver manuscript reviews for purchasers
- Administrative
 - Working with the Board Treasurer, manage the income and expenses of the Press and ensure its financial health
 - Handle or oversee the tracking and delivery of book orders
 - Represent the Press at relevant industry conferences, and in networking through other means
 - Schedule Board video conferences, and create and distribute relevant reports on the work of the Press
 - Working with the Board, develop and implement an annual fundraising plan relevant and appropriate to the needs and community of the Press
 - Communications
 - Maintain and update website, blog, and social media (currently Facebook and Twitter)
 - Develop and send e-newsletters to promote the work of the Press
 - Respond to emails on behalf of the Press
 - Connect with service providers as warranted by the needs of the Press



- Stay in regular communication with the Board of Directors
- Communicate as needed with our volunteer readers
- Maintain a consistently high level of professionalism in all communications
- Other duties as needed

The ideal candidate will possess a strong working knowledge of Adobe Acrobat, Photoshop, and InDesign; Submittable; Mailchimp; WordPress; Microsoft Word and Excel; video conferencing softwares; and online banking. However, we are open to training the right person in needed softwares for this role.

Above all else, we seek applicants with passion for, and dedication to, womxn's poetry and intersectional feminism. These are the two non-negotiable qualities a successful candidate will have. We hope you'll also possess a strong eye for detail, a superb ability to plan and follow through on your plans, and great skill in working both independently and collaboratively. You will be willing to move into a womxn-centered business model that respects and empathizes with the emotional labor womxn are frequently expected to perform in every area of their lives, and be unafraid to explore and innovate new modes of working that support this labor. You'll also have the ability to ask for help when you need it, and be able to strike that fine balance between manifesting high-quality work and letting go of perfectionism. You'll have some experience working or volunteering for a small press before, and/or experience working for a small non-profit organization. You'll be able to communicate clearly and constructively, even during conflict, hear others' viewpoints, and speak your own truth. Womxn candidates are strongly preferred; you do not need to be over the age of 50, but you do need to be able to work with womxn over 50 respectfully and professionally.

At present, QuillsEdge Press has two chapbooks in our pipeline, and is preparing to open for submissions for a second anthology. We're looking for someone who can jump into this role and, after training, bring the Press back to full operation as quickly as possible.

In its present form, this role takes 10-20 hours per month. There is great opportunity to grow the Press, and the Board of Directors is interested to hear about your vision as it relates to our mission. While this position is currently unpaid, once the Press is in full operation, the Board anticipates being able to pay a monthly stipend within six months.

APPLICATION:

Please send your resumé, list of publications (if any), salary request (once available), and at least two letters of reference. We also ask for a maximum two-page cover letter that addresses why you feel you're the ideal candidate to lead QuillsEdge Press, as well as your relationship to poetry, a list of five or so poets whose work you love, and what you've learned from them. The preferred application deadline is April 22nd, 2019, though we will continue to review applications until the position is filled.

Please submit your application materials to the attention of Ann Davenport at editor@quillsedgepress.org.