

# Arch Arrow

LITERATURE MAGAZINE

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## Description of Staff Positions

As we are just starting out, we have a few positions that need filling. We welcome applications from all grades and for all levels of commitment. Even if you are a freshman and feel new, have never been published, or are unsure of how much you can commit, we invite you to apply.

Here is a list of our open positions and their descriptions.

### Staff Writer

A Staff Writer is an integral contributor to the magazine, both online and in print. Staff Writers will be given a space on our online publication ([archandarrow.org](http://archandarrow.org)), on which they will be able to publish their work. Staff writer is an ideal position for those who want a platform for their writing while also having the opportunity to work closely with the other staff to determine magazine content.

### Poetry Editor

The Poetry Editor has an influential and leading role in Arch & Arrow. The Poetry Editor oversees the poetry published in both the online and print magazines. The editor is given extensive creative license within Arch & Arrow, as they are responsible for orchestrating submissions, choosing published material, and managing poetry staff writers. The Poetry Editor helps with all Arch & Arrow events and meetings and works closely with the President, Prose Editor, Design Editor, Publicity Chair, and Treasurer. This role requires dedication to the magazine and group, and allows for extensive development as a writer and editor. An applicant for Poetry Editor may also apply for Staff Writer with no additional application.

### Prose Editor

The Prose Editor has an influential and leading role in Arch & Arrow. The Prose Editor oversees the poetry published in both the online and print magazines. The editor is given extensive creative license within Arch & Arrow, as they are responsible for orchestrating submissions, choosing published material, and managing poetry staff writers. The Prose Editor helps with all Arch & Arrow events and meetings and works closely with the Editor-in-Chief, Prose Editor, Design Editor, Publicity Chair, and Treasurer. This role requires

dedication to the magazine and group, and allows for extensive development as a writer and editor. An applicant for Prose Editor may also apply for Staff Writer with no additional application.

### Design Editor

The Design Editor serves an essential role in developing the Arch & Arrow magazine, both for the online and print publications. The Design Editor works closely with the Editor-in-Chief, Poetry Editor, and Prose Editor to create the look of our print magazine. Additionally, the Design Editor works closely with our web designer in order to visually develop our online publication, deciding how to further incorporate visual art and construct the presentation of the work. The Design Editor develops posters, graphics, cover photos, and other visual images for the club.

Applicants for Design Editor may also apply for Staff Writer, but this requires a separate application.

### Publicity Chair

Publicity Chair plays an integral role in connecting Arch & Arrow to the campus community. As Arch & Arrow materialized from the need for more outlets for creative writers to share their work and be heard, Publicity Chair plays a direct part in establishing and communicating this outlet. In order for our Open Mics to be successful, they need to be attended by those wishing to share their work as well as join in as audience members; the Publicity Chair's goal is to be sure that as many students are reached as possible in preparation for the Open Mics. Similarly, Publicity Chair is responsible for developing how to best contact and spread the word to students when submission opportunities arise for Arch & Arrow's online and print magazine. Publicity Chair runs the Arch & Arrow social media outlet, and works with other Arch & Arrow editors to coordinate events with other groups on campus to represent and invite a diverse range of writers and audience members. Applicants for Publicity Chair may also apply for Staff Writer, but this requires a separate application.

### Treasurer

The role of Treasurer entails managing Arch & Arrow finances, securing funding, and overseeing all spending. Approving expenditures, applying for funding, budgeting events, meeting with ODUS, and taking a leading role in Arch & Arrow make up the majority of the role. The Treasurer designs the Arch & Arrow budget, as well as makes key decisions in the club. The Treasurer ensures the financial well being of the club through Concur, SAFE, and Prime. Treasurer is an excellent position for those who possess an interest in financial management and want to have a leading and decision making role in Arch & Arrow.

An applicant may for Treasurer may also apply to be a Staff Writer, but this requires a separate application.