



English Department UGrow Fellow: Managing Editor, *Sinking City*

Sinking City, an online literary magazine published out of the Department of English's MFA in Creative Writing Program, is looking for a Managing Editor to support the magazine's efforts. *Sinking City* is published biannually, in December and April, and publishes fiction, poetry, creative nonfiction, and showcases art. *Sinking City* encourages submissions of a wide variety of subversive work from multilingual narrative to avant-garde, and is especially interested in work focused on our changing, at-risk environment.

POSITION DESCRIPTION

Under the general direction of the magazine's advisor, Professor Chantel Acevedo, the Managing Editor will oversee the other graduate student editors on the masthead. The Managing Editor will be expected to work 10 hours a week on the magazine, have regular meetings with the advisor, and keep clear records of submissions, rejections and acceptances. Additional duties include:

- soliciting submissions
- delegating the reading of the submissions to other graduate students
- gathering their feedback, and often making final decisions in case of a tie
- arranging two meetings per semester with the staff
- managing the social media presence of the journal
- helping to design and maintain the website
- coordinating marketing efforts with literary journal organizations such as New Pages and the Council of Literary Magazines and Presses
- running an ad-exchange program with other literary journals
- planing a *Sinking City* reading each semester with local authors
- creating templates for tiered rejections/acceptances
- sending rejection and acceptances, or revise and resubmit notices
- making proposals to O, Miami and other literary events in the city
- communicating and collaborating with other entities on campus who are working on climate change
- planning and arranging for *Sinking City* presence at the annual AWP conference
- editing the final copy for each issue
- making sure the contracts with the authors are accurate

QUALIFICATIONS

The qualified candidate must be an MFA student heading into their third year. Exceptional writing and editing skills are critical. Additionally, the qualified candidate, who will shape the magazine in their third year, should have a vision for the magazine that aligns with the spirit of the journal, but also indicates a plan for positive growth, increased readership, and increased visibility. A one-page description of this plan should be submitted along with the application.

The successful candidate must also be able to work cooperatively with other graduate students, and be able to make decisions for the good of the magazine.

Past experience working on other literary magazines, and especially on *Sinking City*, is desired, but not required.

Contact Chantel Acevedo at chantel.acevedo@miami.edu for more information.

Visit www.sinkingcitylitmag.com to view the magazine.