North Texas Review
Staff Position Descriptions

Editor-in-Chief

The Editor-in-Chief will have final approval of all print and online acceptances and all published content. Tasks include overseeing the production of NTR's annual print publication, working with the Online Editor to develop NTR Online, preparing and maintaining the production schedule, and coordinating with all staff and the faculty advisor. The Editor-in-Chief selects the remainder of NTR staff, holds monthly staff meetings, and attends a meeting of the student-led committee that determines how student fees are distributed. Applicants should be energetic, self-directed people with excellent communication skills, the ability to manage people effectively, and a strong commitment to meeting deadlines. An initial interview and regular meetings with the NTR Advisor are required for this position.

Copy Chief

The Copy Chief will oversee, proofread and approve all finished NTR content, including submitted student work and original work for NTR Online. Tasks include hosting reader meetings, proofreading selected pieces, working with authors, and copyediting the final proofs of the journal. Applicants should be detail-oriented, familiar with grammar and style rules, and have an affinity for copyediting.

Managing Editor

The Managing Editor will work with the senior editors to manage production of the journal and website. The managing editor works with every member of the staff and in every department of the organization. Tasks include: planning production deadlines, overseeing section editors, working with the faculty advisor and various UNT departments, copy editing the final proofs of the journal, and planning the end-of-year release event. Applicants should be detail-oriented, good multi-taskers, organized, familiar with team management, and dedicated to NTR's goals.

Online Editor/Web Designer

The Online Editor will manage NTR Online, which will include scheduling posts, maintaining the website, hosting pitch meetings for NTR Online content, and overseeing new original content and submitted work. Applicants should have some experience with web development or maintenance, as well as the initiative to work with others and communicate effectively. There may be 2 online editors - one to manage the website,

and one to manage the staff writers. The Online Editor for staff writers can direct to the staff writer role description for a better idea of their position and responsibilities.

Editorial Assistant

The Editorial Assistant will work with the senior editors to manage production of the journal and website. Tasks include managing submission routing and tracking, working with staff readers, managing staff communication, and coordinating staff meetings. Applicants should be organized, detail-oriented and have an interest or background in publishing processes/publications.

Art Director

The Art Director will manage the selection of artwork for both NTR's print and online outlets. The Art Director will review art submissions, maintain the section email and send acceptance/rejection emails, work with student artists, and organize the art gallery for the end-of-year reception. Applicants should have interest in art or art history, a clear aesthetic and a commitment to meeting deadlines.

Music Director

The Music Director will manage the selection of music submissions for NTR's print and online platform. This role involves reviewing submissions, maintaining the section email and sending acceptance/rejection emails, working with student musicians, and organizing the end-of-year showcase performance for music. Applicants should have a strong passion for music, genre expertise, organizational skills, and a commitment to quality and deadlines.

Poetry Editor

The Poetry Editor will manage the selection of poetry for both NTR's print and online outlets. Tasks include maintaining the section email account and sending acceptance/rejection emails, editing student poetry, and working with submitting poets to make edits. Applicants should have a nuanced understanding of poetry, copyediting skills, and a commitment to meeting deadlines.

Assistant Poetry Editor

The Assistant Poetry Editor will help manage the selection of poetry for both NTR's print and online avenues. The Asst. Poetry Editor reports directly to the Poetry Editor; possible tasks include reviewing reader selections, working with student authors, and hosting reader meetings. Applicants should be detail-oriented, have some experience with poetry, and have an interest in editing.

Prose Editor

The Prose Editor will manage the selection of prose (fiction and non-fiction) for both NTR's print and online avenues. The Prose Editor will delegate initial readings to assistant editors and provide clear instructions and timeframes for assessing submissions. Tasks include maintaining the section email account and sending acceptance/rejection emails, editing student prose, and working with student authors. Applicants should have a nuanced understanding of both fiction and non-fiction, copyediting skills and a commitment to meeting deadlines.

Assistant Fiction Editor

The Assistant Fiction Editor will help manage the selection of fiction for both NTR's print and online avenues. The Asst. Fiction Editor reports directly to the Prose Editor; possible tasks include reviewing reader selections, working with student authors, and hosting reader meetings. Applicants should be detail-oriented, have some experience with fiction, and have an interest in editing.

Assistant Non-Fiction Editor

The Assistant Non-Fiction Editor will help manage the selection of non-fiction for both NTR's print and online avenues. The Asst. Non-Fiction Editor reports directly to the Prose Editor; possible tasks include reviewing reader selections, working with student authors, and hosting reader meetings. Applicants should be detail-oriented, have some experience with non-fiction, and have an interest in editing.

Design Director

The Design Director is charged with creating NTR's visual identity. Working with the senior staff, the Design Director crafts and refines the layout for the print publication and coordinates NTR's branding both digitally and in print. The Design Director also works with a local printer and the senior staff to oversee NTR's printing process. Applicants can be familiar with using Adobe, Photoshop and/or Illustrator, have a strong design portfolio, be able to work well under the pressure of deadlines, and be able to deliver the finished product on time. Designers will also learn InDesign in this organization along the way.

Assistant Designer

The Assistant Designer will help manage the design of NTR branding materials and print and digital products. The Asst. Designer reports directly to the Design Director; possible tasks include making design edits and designing graphics for digital media. Applicants should be familiar with using Adobe Indesign, Photoshop and/or Illustrator, have some design experience, and work well under the pressure of deadlines.

Publicity Director

The Publicity Director acts as the public voice of NTR. Duties include coordinating NTR promotion efforts like flyers and poster drives, interviewing staff or submitters for social media blurbs, scheduling social media posts, and representing NTR at various campus events. Applicants should enjoy working with social media outlets like Twitter and Facebook, feel comfortable interacting with other prospective students, and have some experience with marketing or media strategies. The publicity director will also assemble and oversee an events committee.

Events Committee Planners

The members of the events committee are responsible for coordinating and hosting both internal and external NTR events throughout the year. The events committee will meet with each other and with the publicity director to plan out at least 1-2 events per month, including booking rooms and submitting event funding requests. Applicants should be comfortable hosting/coordinating events, speaking with others, enjoy working with social media, and be confident designing posts.

Staff Writers (5-10)

Staff Writers generate original NTR Online content like reviews, essays, interviews and more. Writers are hired based on the merit of their writing sample. Applicants should be opinionated, confident writers with a strong understanding of grammar and style.

The staff positions described above are representative. The Editor-In-Chief of NTR may create new positions, eliminate old ones, or combine jobs as necessary.