

INTRODUCTION

This document outlines the roles, responsibilities, and expectations for all staff positions at Luxury Literature Magazine. It is intended to give each team member and potential applicant a clear understanding of their duties, the standards expected of them, and how their work contributes to the wider vision of the magazine. As a youth-led literary and arts publication, we rely on collaboration, creativity, communication, and consistency. Our teams are split into four main sections: The Leadership Team, the Editorial Team, the Visual Media Team, & the PR and Relations Team.

Staff members are expected to approach their work with professionalism, respect, and care. This includes meeting deadlines, communicating clearly, taking initiative, and contributing to a supportive team environment. While each position has specific responsibilities, all staff are encouraged to bring forward ideas, ask questions, and actively participate in the development of the magazine! This document should be used as a guide for understanding what each role involves and what is expected from every member of the team.

Unless specified, we have no eligibility requirements regarding age, nationality, religion, race, or any other identifying marker. For all files you upload, ensure that written submissions are in PDF format and either are entirely in English or contain a translation within the document. All visual submissions should either be PNG, JPG, or PDF. All positions are remote.

On the note of compensation, Luxury Literature Magazine is continually working towards the goal of being able to pay all of our staff. If you would like to help us achieve this goal, please consider donating to our Ko-fi.

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GENERAL *EDITOR* [POETRY AND PROSE]

The General Editor for Poetry and Prose is responsible for reviewing written submissions to *Luxury Literature Magazine*, particularly across poetry, prose, fiction, creative nonfiction, and other literary forms. This role requires strong attention to detail, thoughtful judgement, and an understanding of the magazine's creative standards. General Editors are expected to read assigned submissions carefully and assess them according to the magazine's rubric. This includes considering originality, command of language, structure, emotional impact, thematic relevance, and overall suitability for publication. Editors should be able to recognise both technical skill and creative potential, especially in pieces that may require further development. In addition to scoring submissions, General Editors may be asked to provide written feedback, comments, or editorial

notes where necessary. Feedback should always be respectful, constructive, and specific, with the aim of supporting writers while maintaining the quality of the magazine.

General Editors are expected to complete their assigned work by the given deadlines, communicate clearly with the editorial team, and remain fair, open-minded, and professional throughout the review process. As this role involves handling unpublished work, editors must also respect the confidentiality of all submissions.

This position is ideal for someone who enjoys reading closely, thinking critically about writing, and contributing to the literary direction of the magazine. There are no specific eligibility requirements for this role. This role is part of The Editorial Team.

Required Application Material: From one to four writing samples of any genre or length that demonstrate your technical proficiency.

This position is voluntary and is currently accepting applications.

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GENERAL EDITOR [ART AND PHOTOGRAPHY]

The General Editor for Art and Photography is responsible for reviewing visual submissions to *Luxury Literature Magazine*, particularly across artwork, photography, mixed media, digital art, illustration, and other visual forms. This role requires a strong eye for detail, thoughtful judgement, and an understanding of the magazine's creative standards. General Editors are expected to assess assigned submissions carefully according to the magazine's rubric. This includes considering originality, composition, technical skill, emotional impact, thematic relevance, visual storytelling, and overall suitability for publication. Editors should be able to recognise both polished work and pieces with strong creative potential. In addition to scoring submissions, General Editors may be asked to provide brief written feedback, comments, or editorial notes where necessary. Feedback should always be respectful, constructive, and specific, with the aim of supporting artists while maintaining the quality and coherence of the magazine.

General Editors are expected to complete their assigned work by the given deadlines, communicate clearly with the editorial team, and remain fair, open-minded, and professional throughout the review process. As this role involves handling unpublished work, editors must also respect the confidentiality of all submissions.

This position is ideal for someone with an interest in visual art, photography, curation, aesthetics, and the role of imagery within a literary and arts publication. There are no specific eligibility requirements for this role. This role is part of The Editorial Team.

Required Application Material: From one to four visual samples of any medium or length [art and photography highly preferred, though we will accept any medium] that demonstrate your technical proficiency.

This position is voluntary and is currently accepting applications.

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INTERIOR AND GRAPHIC *DESIGNER*

The Interior and Graphic Designer is responsible for creating visual materials for Luxury Literature Magazine, including magazine spreads, issue layouts, merchandising, and other design assets. This role requires creativity, attention to detail, and a strong understanding of the magazine's visual identity. Interior and Graphic Designers may be asked to design page layouts for published issues, format written and visual submissions, create graphics for announcements or campaigns, and assist with maintaining a consistent aesthetic across Luxury Literature's platforms. There is no software preference, and no prior experience is required.

Designers may also be asked to contribute to the creation of merchandise or digital products, such as stickers, posters, wallpapers, printable materials, or other branded items. This may involve developing original visual concepts, adapting existing magazine aesthetics, or helping transform *Luxury Literature's* themes into designs suitable for sale or distribution.

Interior and Graphic Designers are expected to meet deadlines, communicate clearly with the editorial team, accept feedback professionally, and revise their work when necessary. They should also ensure that their designs are clean, readable, and suitable for publication.

This position is ideal for someone interested in editorial design, branding, visual storytelling, and creating beautiful, thoughtful materials for a literary and arts magazine. There are no specific eligibility requirements for this role. This role is part of The Visual Media Team.

Required Application Material: Applicants must submit at least **four** examples of their design work, though we encourage more if possible. This may include a magazine spread, poster, social media graphic, cover design, digital collage, illustration, layout design, moodboard, branding project, or any other visual work that shows their design style and ability. A portfolio is strongly encouraged,

This position is compensated and is currently closed for applications.

Required Application Material: Applicants must submit at least **four examples of social media design work**. These may include Instagram post covers [highly preferred], carousel covers, announcement graphics, promotional graphics, story graphics, Substack/newsletter promotions, interview graphics, submission call graphics, or any other digital designs made for social media. At least **two** of the submitted examples should show your ability to create clear, readable post covers with strong typography, layout, and visual hierarchy. Since this role focuses mainly on Instagram

post covers, we are especially interested in seeing designs that balance aesthetic appeal with clarity. A portfolio is encouraged, but not required. If you have one, you may include a link to a design account, Instagram page, Canva folder, Google Drive folder, Behance, website, or any other platform where we can view your work.

If you do not have four existing examples, you may create sample designs specifically for this application. These can be mock covers [you may use our name or invent one], such as Substack promotions, article announcements, interview posts, submission calls, or informative carousel covers. Please make sure all links are accessible and not private. If any submitted work uses templates, stock images, fonts, or external design assets, please briefly mention this in your application.

This position is voluntary and is currently accepting applications.

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BLOGGER

While *Luxury Literature Magazines* has several writing-based roles, bloggers have by far the most freedom and flexibility when it comes to topic, style, and approach.

Bloggers are responsible for writing articles for the Luxury Literature website. These articles can be about almost anything, including literature, art, film, music, pop culture, fashion, history, personal reflection, media analysis, creative advice, cultural commentary, or any other subject that feels thoughtful, interesting, and suitable for the magazine. Bloggers are generally expected to submit one article per month, though this may vary depending on their availability and is incredibly flexible. Writers may submit more frequently if they wish, or less frequently when needed, as long as they communicate clearly with the team. If there is no communication for a period of four months, Luxury Literature Magazine reserves the right to remove said persons from our team.

Feedback may be given before publication, especially if an article needs editing, development, clarification, or adjustment to better fit the magazine's standards. Bloggers should be open to constructive feedback and willing to revise their work when necessary.

Once approved, articles will be published on the Luxury Literature website. This position is ideal for someone who enjoys writing freely, exploring different topics, and contributing regular written work to a literary and arts platform. There are no specific eligibility requirements for this role. This role is part of The Editorial Team.

Required Application Material: Applicants must submit at least **two writing samples**. This may be a blog post, article, essay, review, personal reflection, cultural commentary piece, school essay, Substack/newsletter post, or any other piece of writing that demonstrates their style, voice, and ability to develop an idea. A published writing sample is not required. Applicants may submit an unpublished draft, a personal piece, or a short sample written specifically for this application.

This position is voluntary and is currently accepting applications.

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COLUMNIST [POP CULTURE, FASHION,
ADVICE]

The Columnist role is a regular writing position at Luxury Literature Magazine, focused on producing consistent articles within a specific column. We are currently accepting columnists for pop culture, fashion, and advice.

Columnists are responsible for writing weekly articles for the Luxury Literature website. These articles should feel thoughtful, engaging, and suited to the column they are writing for. Pop culture columnists may cover trends, celebrities, internet culture, music, film, television, fandom, fashion, or wider cultural conversations. Fashion columnists may write about events, specific designers, social issues within the industry, etc. Advice columnists will assist the Founder in responding to advice submissions, which will be published on our stories.

Unlike the Blogger role, which is more flexible and occasional, the Columnist role requires more consistency. Pop culture and fashion columnists are expected to produce work weekly and should be able to commit to a regular writing schedule. Advice columnists are expected to produce work approximately once every two weeks.

Feedback may be given before publication, particularly if an article needs further development, editing, clarification, or adjustment to better suit the magazine's tone and standards. Columnists should be open to constructive feedback and willing to revise their work when necessary.

This position is ideal for someone who enjoys writing regularly, developing a recognisable voice, and contributing to an ongoing section of the magazine. There are no specific eligibility requirements for this role. This role is part of The Editorial Team.

Required Application Material for Fashion Columnists: Applicants must submit at least two writing samples related to fashion, style, design, culture, aesthetics, trend analysis, fashion history, fashion

Required Application Material for Pop Culture Columnists: Applicants must submit at least two writing samples related to pop culture, media, internet culture, music, film, television, fandom, celebrities, trends, entertainment, or wider cultural commentary. This may be an article, essay, review, blog post, school essay, Substack post, or unpublished draft. If applicants do not have an existing pop culture-related writing sample, they may submit a 300–500 word sample column opening based on a pop culture topic they would like to explore for *Luxury Literature*.

Prompt 1: “I love writing, but every time I read other people’s work online, I feel like mine is childish or not good enough. I want to submit to magazines, but I keep convincing myself I’m not ready. How do I become more confident?”

Prompt 3: “My friend keeps making jokes at my expense in front of other people. When I bring it up, they say I’m being sensitive and that it’s just their sense of humour. I don’t want to cause drama, but it kind of hurts me. What should I do?”

Prompt 4: “I feel like I’m always changing myself depending on who I’m around. With one group I act one way, with another group I act completely differently, and sometimes I don’t know who I actually am. Is this normal? How do I figure out what parts of me are real?”

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INTERNATIONAL TALENT LIAISON

The International Talent Liaison is responsible for helping Luxury Literature Magazine connect with international talent for interviews, features, and potential collaborations. This role is intended for people who are confident communicators, culturally aware, and able to assist the magazine in reaching artists, writers, performers, creators, publicists, agencies, and other creative figures outside of English-speaking spaces.

International Talent Liaisons must speak English fluently, as well as another language. For this role, the following languages are highly preferred: Spanish, French, Korean, Italian, or Japanese.

They will be asked to help write, translate, or adapt outreach emails on behalf of Luxury Literature Magazine in order to contact international talent professionally and respectfully. Depending on the situation, International Talent Liaisons may also be asked to make calls, assist with communication between the magazine and external representatives, or help clarify details during the interview procurement process. This may include contacting agencies, publicists, management teams, or talent directly when appropriate.

In addition to outreach, International Talent Liaisons may be asked to translate interviews, transcribe interview recordings, or assist with making multilingual content accessible to the wider Luxury Literature audience. Accuracy, professionalism, and confidentiality are especially important in this role.

This position is ideal for someone interested in international media, languages, artist relations, entertainment, publishing, and cross-cultural communication. International Talent Liaisons **must** speak English fluently, as well **as preferably at least one of** Spanish, French, Korean, Italian, or Japanese [applications regarding another foreign language will be considered but not deemed high priority]. They must also preferably have a background in marketing and communications, though this is not a strict requirement. This role is part of The PR and Relations Team.

Required Application Materials: Your resume and/or portfolio.

Additionally, develop a short response to the following situation in the language of your selection [you may include an English translation if you wish]: An agency replies that they are interested in an interview, but they ask for more information about Luxury Literature Magazine, the interview format, expected publication date, and whether the feature is paid. How would you respond?

If applicable, submit a short example of previous translation, transcription, outreach, marketing, media, or communications work. This may include school work, personal projects, volunteer work, emails, articles, social media copy, translation samples, or other relevant material.

This position is voluntary and is currently accepting applications.

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REEL CREATOR

The Reel Creator is responsible for creating short-form video content for Luxury Literature Magazine's social media platforms. This role focuses on producing reels that are engaging, visually appealing, and connected to art, literature, culture, creativity, or the wider artistic world.

Reel Creators have flexibility in what they make, as long as the content remains art-focused and suitable for *Luxury Literature's* audience. Reels may explore books, writing, visual art, film, music, creative routines, literary history, artistic advice, magazine culture, aesthetic inspiration, or other related topics.

Reels should be stylised and edited in a fun, visual, and engaging way. They should feel creative, cute, polished, and intentional, rather than plain or overly simple. Reel Creators are encouraged to use thoughtful editing, text overlays, music, transitions, clips, visuals, and formatting to make their content interesting to watch. We will also provide our Creators with a drive of pre-filmed videos should they wish to remain anonymous/faceless; in this case, they will still be responsible for adding text, music, and/or any other elements. For this role,

Reel Creators are expected to submit content consistently, follow any briefs or guidelines provided, communicate clearly with the team, and remain open to feedback or revisions. They should also ensure that all content is appropriate, original, and aligned with Luxury Literature's overall image.

This position is ideal for someone interested in short-form video, social media content creation, editing, aesthetics, and making art-related ideas feel accessible and visually exciting online. For this role, applicants willing to show themselves on camera are highly preferred.

This role is part of The Visual Media Team.

Required Application Material: Applicants must submit at least **four examples of short-form video content** they have created. These may include Instagram Reels, TikToks, YouTube Shorts, aesthetic edits, book-related videos, art videos, film/music edits, talking videos, faceless content, mood-based edits, educational reels, or any other short-form video work that shows their editing style and creative approach. At least one submitted example should show the applicant’s ability to make content visually engaging through editing, pacing, text overlays, music, transitions, clips, formatting, or overall aesthetic direction.

Applicants who do not have existing short-form video examples may create **samples should they wish, but evidence of their creative ability must be present.** This may be a mock reel based on literature, art, film, music, creative routines, literary history, artistic advice, magazine culture, or another suitable topic. Applicants may either submit the finished reel or provide a detailed plan that includes the reel idea, visual style, text overlays, audio/music direction, and how they would edit it. Applicants willing to appear on camera are highly preferred, but faceless creators are also welcome to apply. Faceless applicants should show or explain how they would create engaging content using editing, text, visuals, clips, provided footage, or other creative elements.

This position is voluntary and is currently accepting applications.

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ILLUSTRATOR/EDITORIAL ILLUSTRATOR

The Illustrator is responsible for creating illustrated work for Luxury Literature Magazine's website, social media platforms, interviews, articles, and other digital projects. This role focuses on producing original visual pieces that help strengthen the magazine's artistic identity and make our published content feel more distinctive, creative, and visually engaging.

Illustrators may be asked to create banners, article visuals, website graphics, social media illustrations, decorative elements, character-style drawings, editorial artwork, or illustrations connected to specific magazine features. For example, an Illustrator may create a personalised “In Conversation With” banner for an interview, but this is only one possible type of work within the role.

Illustrators are expected to communicate clearly with the team, follow briefs where provided, meet agreed deadlines, and remain open to feedback or revisions. They should also ensure that all submitted work is original and created by them. AI-generated, plagiarised, traced, stolen, or misrepresented work will not be accepted.

This position is ideal for someone interested in illustration, editorial art, digital art, visual storytelling, magazine design, and creating artwork that supports literary and artistic content. There are no specific eligibility requirements for this role. This role is part of The Visual Media Team.

Required Application Material: Applicants must submit at least **three examples of original illustrated work**. This may include digital art, traditional art, editorial illustrations, character illustrations, portraits, decorative artwork, banners, article visuals, social media illustrations,

sketches, paintings, or any other work that shows their artistic style and ability. A portfolio is encouraged, but not required. Applicants may link an Instagram account, art account, website, Google Drive folder, Behance, Canva folder, or any other platform where their work can be viewed. Applicants who do not have examples directly related to editorial or magazine illustration may still apply with general illustration samples. However, they are encouraged to include or create one sample piece, such as a mock interview banner, article illustration, website graphic, or social media illustration.

All submitted work must be original and created by the applicant. If any reference images, textures, brushes, fonts, templates, or external assets were used, applicants should briefly mention them. Luxury Literature does not accept AI-generated, plagiarised, traced, stolen, or misrepresented artwork.

This position is voluntary and is currently accepting applications.

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PRESS AND *MEDIA COORDINATOR*

The Press and Media Coordinator is responsible for supporting Luxury Literature Magazine's public relations, media outreach, and interview research.

Press and Media Coordinators may be asked to write short press releases, assist with maintaining and updating the magazine's media kit, and help prepare materials that present Luxury Literature professionally to external organisations, publications, and collaborators.

A major part of this role involves regularly updating a provided sheet with potential interview talent. This may include researching names, social media accounts, contact emails, management details, and other relevant information so that the Founder can review whether each person is suitable for an interview or feature and subsequently contact them on behalf of the magazine. Accuracy and consistency are especially important for this task. It can be fun too, though- often you can find new talent just by scrolling!

Press and Media Coordinators should also take initiative in reaching out independently to other magazines, blogs, websites, student publications, arts platforms, or media outlets to explore opportunities for promoting Luxury Literature Magazine. This may include pitching features, collaborations, mentions, interviews, or other forms of publicity.

Press and Media Coordinators are expected to communicate clearly, stay organised, meet deadlines, follow guidance where provided, and represent Luxury Literature Magazine professionally in any external communication.

This position is ideal for someone interested in public relations, media research, communications, journalism, outreach, and helping expand the visibility of a literary and arts magazine. You also have to really love us! We believe those who have a strong love for our mission will succeed. A background in media and communications is highly preferred for this role, but is not a strict requirement. This role is part of The PR and Relations Team.

Required Application Material:

Task: Short Press / Outreach Writing Sample

Applicants must write a short professional paragraph or email introducing Luxury Literature Magazine to an external publication, blog, student magazine, arts platform, or media outlet. The message should briefly explain who we are, what we do, and why a feature, collaboration, mention, or publicity opportunity may be suitable. Please do not send this anywhere; we would just like to see your ability to construct such a message.

All submitted work must be original, accurate to the best of the applicant's ability, and written or researched by the applicant. Luxury Literature does not accept AI-generated, plagiarised, fabricated, or misrepresented application materials.

This position is voluntary and is currently accepting applications.

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SUBSTACK *WRITER*

The Substack Writer role is a structured but manageable writing position at Luxury Literature Magazine. Each month, writers will be given a theme to follow, with planned themes provided in advance. These themes are intended to give the newsletter cohesion, but writers are encouraged to interpret them creatively, critically, personally, or experimentally.

Each Substack Writer is expected to produce one article per month. Articles should be thoughtful, polished, and written with care. We are especially interested in pieces that feel eloquent, intelligent, witty, satirical, reflective, or culturally observant. While articles do not need to be overly academic, they should have a clear idea, a strong sense of voice, and enough substance to engage readers.

The Substack will be released eight times a month, with each writer published once monthly as part of a wider schedule. Because of this, deadlines are important. Writers must submit their articles on time so there is enough space for editing, formatting, scheduling, and publication. If a deadline may be difficult to meet, writers are expected to communicate this as early as possible. Lack of communication may result in removal from the team.

Writers may approach the monthly theme in many forms, including personal essays, cultural criticism, literary commentary, satire, opinion pieces, reflective essays, or more experimental work. The theme should act as a starting point rather than a restriction. If a writer is unsure whether their idea fits, they are encouraged to ask for guidance before beginning. This role is part of The Editorial Team.

Required Application Material: Applicants must submit at least two writing samples. This may be a blog post, article, essay, review, personal reflection, cultural commentary piece, school essay, Substack/newsletter post, or any other piece of writing that demonstrates their style, voice, and ability to develop an idea. A published writing sample is not required. Applicants may submit an unpublished draft, a personal piece, or a short sample written specifically for this application.

This position is voluntary and is currently closed for applications.

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COMIC *ARTIST*

The Comic Artist is responsible for creating short comics and illustrated features for Luxury Literature Magazine's issues and social media platforms. This role is intended for someone who enjoys visual storytelling and can use art to communicate ideas in a charming, engaging, and accessible way.

Comic Artists may be asked to create comics for magazine features, themed issue pages, promotional posts, submission calls, or social media content designed to inspire writers and artists to submit their work. Comics may explore themes related to creativity, literature, art, writing, magazine culture, artistic struggle, submission advice, or the wider creative experience.

The work should feel visually appealing, expressive, and suitable for Luxury Literature’s audience. Comic Artists are encouraged to bring their own style, humour, voice, and personality into their work, while still following any briefs or themes provided by the team.

Comic Artists are expected to meet deadlines, communicate clearly, submit original work, and remain open to feedback or revisions where necessary. Their comics should help make *Luxury Literature* feel more lively, creative, and interactive across both our published issues and online platforms.

This position is ideal for someone interested in illustration, comics, visual storytelling, editorial art, and creating work that encourages young creatives to engage with the magazine. This role is part of The Visual Media Team.

Required Application Material: Applicants must submit at least **three examples of original comic, illustration, or sequential artwork**. At least **one submitted** example should show the applicant’s ability to tell a story or communicate an idea across multiple panels, frames, or visual moments. Submitted work may include short comics, comic strips, illustrated stories, character art, editorial illustrations, social media comics, zines, sketches, storyboards, panel layouts, or any other visual work that shows the applicant’s artistic style and storytelling ability. A portfolio is encouraged, but not required. Applicants may link an Instagram account, art account, website, Google Drive folder, Behance, Canva folder, or any other platform where their work can be viewed.

This position is voluntary and is currently open for applications.

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LUXURY LITERATURE STUDENT *AMBASSADORS*

The Student Ambassador is responsible for helping promote *Luxury Literature Magazine* locally and representing the magazine within their own communities. This role is ideal for students who enjoys sharing creative opportunities, engaging with others, and helping the magazine reach more writers, artists, readers, and young creatives! It is especially ideal for students who might have a busier schedule who want to get involved but aren't sure in what capacity. Plus, it's an easy way to get volunteer hours!

Ambassadors may promote *Luxury Literature* through their schools, universities, local communities, creative circles, or relevant online spaces. This could include putting up posters, speaking about the magazine at school assemblies, sharing submission opportunities with classmates, encouraging others to apply or submit, reposting announcements, or introducing *Luxury Literature* to local creative groups. The LLM team are happy to approve any administrative requests.

The main purpose of this role is to act as a representative of Luxury Literature. Ambassadors should be able to speak about the magazine clearly and positively, direct interested people to our platforms, and help spread awareness of our issues, submissions, interviews, applications, and other opportunities!

Ambassadors are expected to communicate clearly with the team, follow any promotional guidance provided, and represent Luxury Literature respectfully and professionally. They should be proactive in finding appropriate ways to promote the magazine while staying aligned with its values and image. It is a highly flexible role which does not provide such rigid guidelines, allowing ambassadors to act as they wish.

In return for their support, Ambassadors will receive free digital merchandise from Luxury Literature Magazine, as well as certificates should they wish.

Required Materials: Applicants should briefly explain how they would promote Luxury Literature within their school, university, local community, online space, or creative circles.

Applicants may optionally include examples of previous promotional, leadership, community, school, club, social media, volunteering, or ambassador-related experience, though this is not required.

This position is ideal for someone interested in community building, promotion, youth arts, social media, and helping expand the reach of a literary and creative platform.

**EACH APPLICATION MUST CONTAIN THE
REQUIRED MATERIAL.**