



## **Verse Magazine: Head Editor**

### **About Verse:**

Verse Magazine provides the UniSA student community with the opportunity to connect, engage with one another, showcase their work and assist in skill development.

The magazine editorial team consists of a Head Editor, Comms & Digital Editor and Graphic Designer. The magazine consists solely of UniSA student work and sees a wide range of contributions in the form of poems, art, travel stories, reviews, opinion pieces and more. This is on top of regular segments including, reviews, music playlists, horoscopes, Humans of UniSA, feature artists and graduate interviews.

Six editions of Verse are printed throughout the academic year. Content from the magazine, as well as additional unique content, is shared at least weekly through the numerous online Verse platforms.

### **Head Editor Role:**

The head editor is responsible for leading the editorial team with a collaborative, organised and passionate approach to deliver all six editions of Verse Magazine for 2020. This role requires conviction and a willingness to take on the large amount of responsibility with a fair and open mind. The head editor must strive to actively listen and connect with the broad student body of UniSA.

### **Desirable Role Qualities and Skills:**

- Leadership skills
- Forward planning and organisational skills
- Strong editing skills for a wide variety of work and styles
- Strong communication skills
- Innovation and drive
- Enthusiasm and confidence
- Problem solving skills
- An interest in aesthetics
- Ability to work under pressure and meet short deadlines

### **Head Editor Core Responsibilities:**

- Leading the editorial team and managing team communications:
  - Liaising with Comms & Digital Editor regarding aspects of Verse to be promoted.
  - Liaising with Graphic Designer regarding general aesthetic.
  - Delegating where necessary.

- Working closely with the Comms & Digital Editor and Graphic Designer to ensure all deadlines are met as per the set 2020 production schedule.
- Being a spokesperson for the magazine at every opportunity - to both students and staff.
- Interacting and building relationships with contributors and readers of Verse Magazine both in person and online.
- Networking to source and encourage student submissions.
- Working with editorial team to select topics for submission call-out.
- Managing Verse email- replying promptly to submissions and queries.
- Writing subheadings for articles and selecting pull quotes for clarity and consistency.
- Checking all final edits and handing over to the graphic designer as per 2020 production schedule.
- Determine graduate for 'Interview' and conducting 'Interview'. Alternatively, delegating 'Interview' responsibilities.
- Assisting with Graphic Designer to determine student for 'Imagine'.
- Managing review sections, editing or delegating responsibility.
- Writing subheadings for articles and selecting pull quotes for clarity and consistency.
- Writing articles when necessary.