

# Head Editor

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 2021. This role requires conviction and a willingness to take on a large amount of responsibility with a fair and open mind, whilst also being the 'leader' of the editorial team. The head editor must strive to actively listen and connect with the broad student body of UniSA. It is desirable that the head editor is a meticulous proofreader and copy-writer. They should also consider themselves 'good' at networking, while also being proactive in identifying trends/tapping into the current student zeitgeist.

## **Head Editor Core Responsibilities:**

- Leading the editorial team and managing team communications.
- Liaising with other team members regarding edits to be made to the selected articles.
- Liaising with Comms & Digital Editors regarding aspects of Verse and how it can be promoted.
- Liaising with the Graphic Designers regarding general aesthetics.
- Delegating where necessary.
- Working closely with the Comms & Digital Editors and Graphic Designers to ensure all deadlines are met as per the set 2021 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.
- Working with the Communications & Digital Editor to manage the Verse email - replying promptly to submissions and queries.
- Writing stand-first for articles and selecting pull quotes for clarity and consistency.
- Checking all final edits and handing over to the graphic designer as per 2021 production schedule.
- Working with the team members to determine graduate for conducting interview. Alternatively, delegating interview responsibility.
- Assisting Graphic Designer to determine student to be interviewed for the creative interview.
- Managing review sections, editing or delegating responsibility.
- Writing articles when necessary.
- Checking Zoho for submissions and updating the Google Doc file.
- Being involved and participating in on-campus events.