

POSITION TITLE: Art Editor

PRIMARY PURPOSE: To select and edit all art that will appear in the *Review*

ESSENTIAL DUTIES: To collect and evaluate all art submissions and select the best works for publication

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Attend weekly staff meetings
- Check email and Submittable regularly for new submissions
- Procure an assistant from the student body and hold regular meetings with them to review art submissions
- Solicit art submissions from student, faculty, and professional artists
- Review art submissions beyond personal taste and select the best for consideration
- Lead practicum once per quarter, typically in Week 9, to gather input on submissions
- Gather input on submissions from fellow staff members
- Attend campus events and contribute to the *Review* blog, considering current events and campus news for op-ed pieces
- Maintain contact with artists, keeping them up to date on *Review* endeavors related to their artwork and answering inquiries
- Notify artists of acceptances and rejections, and respond to all of their questions and concerns in a timely manner
- Maintain regular communication with the *Review* staff and assist in event production, brainstorming, and overall publicizing of the *Review*
- Hold regularly scheduled office hours one hour per week

QUALIFICATIONS:

- Current enrollment as an undergraduate at SCU
- Good academic and behavioral standing with the University
- Minimum GPA 2.0
- Extensive knowledge of art and various artistic styles, mediums, etc.
- Previous experience with the *Review* preferred
- Good and working relationship with Art Department
- Previous experience with the *Review* preferred
- Self-motivation, enthusiasm, and respect for various working styles and personalities
- Ability to thrive in a collaborative setting
- Ability to meet deadlines
- Able to work well collaboratively
- Willingness to take on additional tasks and responsibilities to assist fellow staff members