

Georgetown Public Policy Review 2012-2013 Open Staff Positions

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Introduction

Thank you for your interest in the Georgetown Public Policy Review. The following document provide a description of current position openings for 2012-2013 GPPReview staff.

Before you apply, make sure to browse our website, attend an information session, or speak to a GPPReview Executive Team member to ensure all of your questions are answered.

We are in for a challenging, rewarding year of work. I hope you are as excited as we are.

Open Positions

Print Editorial Team

- Senior Print Editor (3)
- Associate Print Editor (6)
- Production Editor (1)

Online Editorial Team

- Senior Online Editor, International (2)
- Senior Online Editor, Economy (1)
- Senior Online Editor, Domestic (2)
- Associate Online Editors
- Copy Editor (4) (Print + Online)

Interview Editorial Team

- Associate Interview Editors (2-3)

Marketing Team

- Senior Marketing Director, Fundraising (1)
- Senior Marketing Director, Policy Forums (1)
- Senior Marketing Director, Print Journal (1)
- Senior Marketing Director, GPPR Online (1)
- Senior Marketing Director, Alumni Relations (1)
- Associate Marketing Directors, Events & Fundraising (2)
- Associate Marketing Director, Social Media (1)

All Staff Position Requirements

- Solicit submissions for *The Georgetown Public Policy Review* and GPPReview Online from professional contacts, graduate schools, faculty, students, and others
- Contribute to and participate in marketing and fundraising activities
- Attend general staff meetings
- Provide your valuable feedback and ideas to Editorial Board

Print Editorial Team Positions

General Description

The Print Team is responsible for publishing GPPReview's print journals, *The Georgetown Public Policy Review* annual journal and *The Georgetown Public Policy Review Graduate Thesis Edition*.

In April, we will print our traditional edition of *The Review* for which we are currently accepting submissions through December 10, 2012. The print editorial team manages author submissions, the peer review editing process, citation checks, content editing, and the printing of the journal.

For the *Graduate Thesis Edition*, we have solicited thesis papers from students who have graduated within the past three years. Print staff will work with thesis authors and their advisors to edit the theses down to an appropriate number of pages, peer review their research, check their citations, and edit their content.

Open Position Details

Senior Print Editor

Senior Print Editors, together with the Executive Print Editor and the Executive Thesis Editor, form the core team responsible for soliciting, editing, and publishing content in *The Georgetown Public Policy Review*. The team meets on a regular basis and every team member has clear responsibilities.

- Ultimate responsibility over a team of two Associate Print Editors
- Lead editing process of assigned articles; adhere to Chicago Manual of Style and GPPR Style guidelines
- Communicate with authors, peer reviewers, and editors to ensure editorial deadlines set by Executive Print Editors are met
- Voluntarily contribute blogs and interviews to GPPReview Online
- Attend Editorial Team meetings and hold individual team meetings as needed

Associate Print Editor

Associate Print Editors work on a two-person team led by one of the Senior Print Editors to ensure quality of submissions meet *Review* standards.

- Work with team led by Executive and Senior Editors to edit assigned articles
- Perform citation checks on article sources; adhere to Chicago Manual of Style and GPPR Style guidelines
- Meet all editorial deadlines set by Executive Print Editors
- Voluntarily contribute blogs and interviews to GPPReview Online
- Attend Editorial Team meetings

Production Editor

- Assist in the solicitation and selection of printing company to publish journals
- Lead layout and design of journal articles in Adobe InDesign, including formatting tables and images as necessary
- Liaise with printer to finalize printing process

Online Editorial Team Positions

General Description

The goal of GPPReview Online is to make valuable and relevant contributions to the national and international policy discourse by producing well-written, timely, and visible articles in a variety of policy areas, exhibiting the talent and diversity of GPPI's student body and faculty.

To achieve these goals, GPPReview Online is seeking talented and motivated GPPI students to contribute to the blog. The team should reflect the variety and diversity of GPPI's student body. There are different ways to become part of the online team with varying levels of commitment and responsibilities.

Open Position Details

Senior Online Editor

Senior Online Editors, together with the Executive Online Editor, form the core team of GPPReview Online and are responsible for soliciting, editing (content and copy), and publishing content to GPPReview Online. Senior Editors will meet regularly with the Executive Online Editor.

- Serve as the major editorial gatekeeper, along with one other Senior Editor, in your policy area (domestic, international, and economic)
- Publish at least two blog entries over the year in your policy area
- Ensure a timely editing process such that entries are ready for publication on schedule
- Develop issue priorities in your policy area and solicit entries from GPPReview staff
- Attend Editorial Team meetings

Associate Online Editor

Associate Online Editors form a larger group of contributors who have both editorial and writing responsibilities. In addition to contributing blog submissions, Associate Editors should expect to peer review blog submissions for other Associate Editors. Associate Editors are required to publish at least one article over the year, but are not confined to any policy area.

- Contribute at least one blog entry over the year
- Work with Senior and Executive Online Editors to develop article ideas and writing process
- Ensure all deadlines set by editors are met
- Attend Editorial Team meetings

Copy Editor

Copy Editors work independently to edit final copy of print journal submissions and blog articles, ensuring all Review work follows Chicago Manual of Style and GPPR Style guidelines.

- Edit blog articles for grammar and style, prepare final copy for publication
- Make final edits to print edition after layout of journal
- Assist Associate Print Editors with editing as needed
- Voluntarily contribute blogs and interviews to GPPReview Online
- Voluntarily attend Editorial Team meetings

Interview Editorial Team Positions

General Description

The Interview Team is responsible for soliciting, conducting, and publishing high-level interviews in *The Georgetown Public Policy Review* and GPPReview Online. The Interview Team stays on top of current events and uses Georgetown's extensive network to solicit timely interviews from local to national policymakers and practitioners.

Open Position Details

Associate Interview Editors

- Solicit and conduct interviews for *The Georgetown Public Policy Review* and GPPReview Online
- Ensure interview occurs by deadline; develop contingency plan if first choice for interview falls through
- Manage the transcription of the interviews, including recruiting volunteers to transcribe if necessary
- Meet editorial deadlines set by Executive Interview Editor
- Voluntarily contribute blog posts to GPPReview Online
- Attend Editorial Team meetings

Marketing Team Positions

General Description

GPPReview's Marketing Team provides professional and social opportunities for Georgetown students and faculty as well as the broader academic community through our Policy Forums, Events, and Fundraisers.

Policy Forums provide a venue for policy practitioners to showcase research and share opinions and for students to be exposed to the wealth of policy expertise housed in Washington, D.C. The Events and Fundraising Team is responsible for raising money to support GPPReview and ensure we can publish our print journals. The team organizes, markets, and hosts several social events toward this goal. The team is also encouraged to bring new ideas to the table.

This year we are introducing a media relations coordinator, responsible for ensuring all blog content is shared with outside media outlets to increase exposure and readership of our work. Additionally, one Senior Marketing Director will have the opportunity to serve in an advisory position on the Editorial Board as a liaison to the Executive Marketing Director, based on individual interest and demonstrated commitment to the Review.

Open Position Details

Senior Marketing Director, Policy Forums

The *Senior Marketing Director, Policy Forums* is responsible for planning and implementing one to two Policy Forums per semester.

- Develop ideas for Policy Forum participants and conduct outreach to potential speakers
- Develop marketing strategies to publicize forums to GPPI and Georgetown students, faculty, and alumni
- Work with Executive Marketing Director and Associate Marketing Directors to implement forums
- Establish yearly goals, timelines, and tasks with Executive Director, Marketing and Outreach
- Create implementation plan and work process to achieve goals, meet deadlines, and ensure clear communication among Associate Marketing Directors
- Attend Marketing Team meetings

Senior Marketing Director, Fundraising

The *Senior Marketing Director, Fundraising* is responsible for planning and implementing at least one fundraising event per semester, including a fall costume contest and Halloween party, and our annual Casino Night fundraiser in the spring.

- Develop marketing strategies to publicize events to GPPI students, faculty, and alumni
- Work with Executive Marketing Director and Associate Marketing Directors to implement events
- Establish yearly goals, timelines, and tasks with Executive Director, Marketing and Outreach
- Create implementation plan and work process to achieve goals, meet deadlines, and ensure clear communication among Associate Marketing Directors
- Work with outside vendors and faculty to plan Casino Night activities
- Attend Marketing Team meetings

Senior Marketing Director, Print Journals

The Senior Marketing Director for the Print Journal is responsible for planning and implementing one Student Thesis Forum and one Journal Launch Party, to be timed according to the release of each journal.

- Work with thesis authors to plan forum where they can share their research and thesis writing strategies
- Work with Executive Marketing Director and Associate Marketing Directors to implement events
- Establish yearly goals, timelines, and tasks with Executive Director, Marketing and Outreach
- Create implementation plan and work process to achieve goals, meet deadlines, and ensure clear communication among the Associate Marketing Directors and Print Team members
- Attend Marketing Team meetings

Senior Marketing Director, GPPR Online

The Senior Marketing Director for GPPReview Online is responsible for general media relations to publicize Review articles and raise the profile of our blog.

- Establish yearly goals, timelines and tasks with Executive Director, Marketing and Outreach and Executive Online Editor
- Contact external media outlets regarding each new blog post, including reaching out to generic amalgamators, as well as blogs, reporters, and websites tailored to the particular subject matter in each piece
- Create and maintain a working list of media contacts, as well as organizations where GPPR articles have been reposted and/or linked, including the contact information for each organization, responses received, and policy focus of each organization
- Distribute each new blog post to GPPR staff
- Attend Marketing Team meetings and Online Team meetings as necessary

Senior Marketing Director, Alumni Relations

The *Senior Marketing Director, Alumni Relations* is responsible for maintaining communication with and general outreach to former GPPReview staff members and GPPI alumni to promote all aspects of Review initiatives.

- Coordinate Alumni Advisory Board meetings, gather input and feedback from Alumni Board, and communicate this information with Executive Director and/or Editor in Chief
- Communicate with previous Review staff regarding call for papers as well as promoting marketing and fundraising events
- Work with GPPI administration as needed to increase alumni participation
- Establish yearly goals, timelines and tasks with Executive Director, Marketing and Outreach
- Attend Marketing Team meetings

Associate Marketing Director, Events & Fundraising

- Assist Senior Marketing Directors in planning and implementation of fundraisers, events, and policy forums
- Contribute to development of marketing strategies and ideas to promote events and initiatives
- Attend Marketing Team meetings

Associate Marketing Director, Social Media

- Attend all marketing events and take photos to be incorporated into the newsletter, social media streams, and other outlets as appropriate.
- Coordinate live-tweeting of relevant media events, including presidential debates, election night coverage, and policy forums.