



## Minnesota Literacy Council Student Literary Journal Managing Editor Internship Description

*Sharing the Power of Learning*

The Minnesota Literacy Council is a nonprofit organization dedicated to improving literacy throughout our state. We offer literacy services for adults and at-risk children, native-born citizens and recent immigrants, and urban and rural residents.

*Journeys* is a student literary journal featuring the writings and artwork of adult learners across Minnesota. The purpose of the journal is to empower adult learners to share their voices and unique perspectives with the larger Minnesota community. The journal receives over 600 submissions annually. Please visit the following website for more information on the journal: [www.mnliteracy.org/students/student-writing-journeys](http://www.mnliteracy.org/students/student-writing-journeys)

### **Purpose of Position:**

We are seeking a Managing Editor to supervise a team of two to three Assistant Editors and oversee all aspects of the production of the 2014 edition of *Journeys*. The internship will include organizing submissions, communicating with Assistant Editors and literacy council staff, using desktop publishing software and working with formatting and layouts.

### **Qualifications:**

1. Experience with Adobe InDesign, Photoshop, scanning and OCR (optical character recognition) software, and MS Office including Word and Excel.
2. Supervision experience preferred. Good judgment and follow-through required.
3. Excellent understanding of the English language, including basic knowledge of English grammar.
4. Demonstrated ability to meet deadlines and work collaboratively to complete a project.
5. Preference will be given to those who are enrolled students at a post-secondary institution through which credit will be given for completion of the internship.
6. Comfort with email and online platforms for working collaboratively.
7. High level of responsibility, initiative and punctuality.
8. Open to new viewpoints and respectful of diversity.
9. Encouraging, creative, flexible, and friendly.

### **Time Commitment:**

The time commitment is ten to twenty hours a week (or more) between January and April, 2014. The majority of the hours will be during March and April. Some of the editing work can

easily be accomplished from off-site locations, such as home or school. Flexible working hours are available.

**Training:**

Training and on-site supervision will be provided.

**Responsibilities:**

1. Work collaboratively as a team leader. Communicate effectively with editorial team members and literacy council staff about deadlines, tasks and design choices.
2. Edit entries as Word documents
  - Minimal editing for typos, and grammatical errors large enough to affect understanding
  - Review content to eliminate inappropriate or offensive entries
3. Proofread all entries
  - Use standard proofing techniques to eliminate errors and continue improving understandability
  - Classify entries by theme and/or reading level (or other criteria) for division of the book into sections or chapters
4. Lay out document in Adobe InDesign
  - Update cover, spine, title, introductory, and informative pages
  - Select artwork for the title page and the section/chapter intro pages
  - Determine section/theme order
  - Scan art work and use Adobe Photoshop to make it print-ready
  - Insert writing and art entries
  - Set the format for title, author and text within each written entry
5. Final proofreading
6. Create the Index of Authors
7. Review the printer's proof and make necessary changes
8. Prepare web version and post on web site

**Benefits:**

- Management, publishing and editing experience in a non-profit environment.
- Knowledge of Adult Basic Education and literacy programs in Minnesota.
- Upon successful and timely completion of the book, a \$500 stipend will be awarded.

**To apply:**

Please email cover letter and resume by December 6<sup>th</sup>, 2013 (for priority consideration) to:

Daniel Backman, Strategic Initiatives Manager  
[dbackman@mnliteracy.org](mailto:dbackman@mnliteracy.org)  
700 Raymond Ave., Ste. 180, St. Paul, MN 55114

**Intern positions will remain open until filled.**