

HAWAI‘I REVIEW Editor in Chief Position 2023–2024

To apply, applicants must:

- Possess a minimum of 12 credit hours accumulated at UH Mānoa.
 - Be enrolled in a minimum of 6 undergraduate credit hours or 4 graduate credit hours.
 - Be a fee-paying UHM student in good standing.
-

Position Description:

The Editor in Chief of Hawai‘i Review (H\R) is responsible for the daily aspects of the operation, administration, and management of H\R, and coordination of literary and arts activities and promotions that benefit the journal and the UH Mānoa community. The journal publishes creative work in all genres and media. H\R produces two print issues a year, maintains the H\R Online website, and publishes ebooks, as well as maintaining social media presence and a newsletter. H\R also offers the annual Words@Mānoa writing conference.

The Editor in Chief is in charge of the journal’s contents and operations, on behalf of the Student Media Board, which is the chartered student organization responsible for overseeing all student media on campus. The Editor in Chief, who supervises a staff of up to 10 students, serves a one-year term that runs from May 2023 through May 2024.

The Hawai‘i Review Editor in Chief serves at the will of the SMB and is responsible to the SMB for all phases of the journal’s operations. The duties and responsibilities include, but are not limited to, the following:

SMB Liaison:

- Serves as a non-voting member of the SMB.
- Sustains a consultative relationship with board members.
- Prepares a monthly summary report of the operations for the SMB.
- Assists in preparing annual, program-operating budget for the SMB.
- Ensures fiscal expenditures consistent with the journal’s approved budget.
- Facilitates collaborations, shared content and marketing, with other student media programs (UH Productions, Ka Leo, KTUH).
- Sets realistic deadlines with SMB advisers for smooth production flow.
- Reports to the SMB on a regular and timely basis on personnel matters (including, but not limited to, work hours, stipend payment, deadlines).

Administration:

- Supports and enforces the journal’s operating policies and procedures.
- Maintains a fixed office schedule of a minimum of 10 hours per week.
- Holds regular planning and production meetings with student staff.
- Serves as primary spokesperson for Hawai‘i Review.

- Promotes Hawai'i Review on a university and community level.
- Utilizes appropriate resources to monitor and evaluate H/R operations.
- Complies with all federal, state, city and university regulations and rules.
- Complies with SMB governing documents, both individually and organizationally.
- Responds to all Hawai'i Review inquiries, both internally and externally.
- Updates and maintains all Hawai'i Review records.

Technical/Editorial:

- Supervises design and production of Hawai'i Review.
- Responsible for the overall layout of Hawai'i Review.
- Coordinates and establishes contributor deadlines with staff.
- Ensures call for submissions outreach to students at UH.
- Establishes a routine for processing manuscripts and office procedures.
- Adheres to Board-specified deadlines for completing final copy of each issue.
- Ensures that the final copy is proofread for accuracy and error-free for printing.

Personnel:

- Recruit, appoint, and supervise competent student staff, including designers.
- Motivate all journal staff toward meeting project goals and objectives.
- Evaluate Hawai'i Review personnel on a semester basis.
- Serve as primary mediator for internal grievance procedures.

Program Development:

- Works on Words@Mānoa annual writing conference.
- Cooperates with CCBAC on Mānoa Poetry Slam.
- Works with staff to distribute print issues and calls for submissions to campus bookstore, libraries, departments, and dormitories.
- Coordinates Hawai'i Review readings and receptions.
- Maintains partnerships with arts organizations, including Bamboo Ridge, Bess Press, Kumu Kahua Theatre, and Hawai'i Women in Filmmaking.
- Communicates with departments and programs at UH, including English, Art, Hawaiian Studies, and Native Hawaiian Student organizations.
- Attends literary and arts events as an active member of the community.
- Cooperate and collaborate with Mānoa Now where possible.

Minimum Qualifications:

Demonstrated ability and experience with the following:

- Editing: copy editing, proofreading, editorial management.
- Organizational management, supervising others, and budgeting.
- Organizing, updating, and maintaining files and fiscal documents.
- Establishing and maintaining a professional business atmosphere.

Desired Qualifications:

- Prior management or related experience with Hawai'i Review.
- Active participant in the arts community.

- Print and web layout and design.
- Experience with design software including InDesign and Photoshop.
- Coding and website design experience.
- Knowledge of Hawaiian language and other Pacific languages.
- Knowledge of Pidgin (Hawai'i Creole English).
- Translation experience.