



Editorial Board Application 2010-2011

Please see third page for job descriptions and expectations.

Deadline for application is Friday, April 30th by 5:00 pm. Please return completed application to Kuhn Honors and Scholars House office 202. All undergraduate students are encouraged to apply. If you are selected to be a member of the editorial board you will not be permitted to submit for publication. Thank you for your interest.

Name _____

Address _____

Phone _____

Email _____

Major/Minor _____

Rank _____

Position for which you are applying - Please rank top three positions (1 being most preferred):

- | | |
|--|--|
| <input type="checkbox"/> Editor in Chief | <input type="checkbox"/> Layout Editor |
| <input type="checkbox"/> Assistant Editor | <input type="checkbox"/> Information Technology Editor/Webmaster |
| <input type="checkbox"/> Art Editor | <input type="checkbox"/> Public Relations Editor |
| <input type="checkbox"/> Literature Editor | <input type="checkbox"/> Treasurer |

Please respond to the following questions on a separate piece of paper. Responses should not exceed three double-spaced pages total.

1. *Mosaic* editors must be dynamic, enthusiastic leaders. What leadership experience makes you an excellent candidate for a position on the editorial board?
2. *Mosaic* editors should be familiar with the arts community at Ohio State. What experience do you have with Columbus-area arts, and how can you apply that as an editor of *Mosaic*?

3. All Editorial Board positions require a solid time commitment. Please provide a detailed list of your time commitments (including but not limited to jobs, extra-curriculars, sports, and study-abroad plans) for the 2010-2011 school year. In the case that you will be spending a large number of hours per week on these other commitments, please explain why this will not interfere with your leadership of *Mosaic*.

4. As a member of the Editorial Board, how do you plan to recruit students to find the best possible staff members, the best submissions, and to ensure events are well-attended? Please be specific and address each point.

5. Please recount a story that demonstrates your strong leadership abilities. Your response will be carefully evaluated, so please take time to consider this question.

6.a. For PR, Layout, Information Technology applicants only: please list any computer programs that may help you with your responsibilities. Can you provide a brief sample or website address that showcases your work relevant to this position?

6.b. For Treasurer applicants only: please list any previous experience managing funds for a club or business. Are you familiar with the Ohio Union operating and programming funding requirements?

7. Please list any previous experience you have had with *Mosaic*.

The image features a large, faint watermark logo in the center. At the top, the letters 'RMA' are displayed in a large, serif font. Below this, the word 'MOSAIC' is written in a smaller, all-caps serif font. At the bottom, the word 'magazine' is written in a lowercase, serif font. The entire watermark is light gray and serves as a background for the text.

MOSAIC
magazine

Editorial Board Positions 2010-2011

Editor-In-Chief

Editor-In-Chief will delegate duties within the Editorial Board and oversee the production of the magazine. The Editor-in-Chief will be responsible for coordinating meetings and events and working closely with the Mosaic Advisors. Additionally, the Editor-in-Chief will select members of the Editorial Board and serve as a leader for the entire Mosaic Staff. Strong leadership skills are required for this position.

Assistant Editor

Assistant Editor will oversee duties delegated by the Editor including planning of events and overseeing tasks carried out by other editorial board members. Additionally, Assistant Editor will assist the editor in organizing, running and taking notes during *Mosaic* Editorial Board meetings. Other tasks are required on an as-needed basis.

Literature Editor

Responsible for selection of literature submissions to the magazine and coordinating literature events. Must have strong editorial skills and sensibilities for selecting quality pieces of writing, as well as interpersonal skills for leading a literature staff. Must assist in PR work. English and Comparative Studies majors and/or those who have significant literature interest and experience are encouraged to apply.

Art Editor

Responsible for conducting selection of art submissions to the magazine, and for coordinating the Art Show. Must have strong editorial skills and sensibilities for selecting quality pieces of art, as well as interpersonal skills to lead a staff. Must assist in PR work. Art and Design majors/minors are especially encouraged to apply.

Public Relations Manager

Responsible for promoting *Mosaic* to the University, with emphasis on the English and Art departments. Must design posters and flyers advertising events/deadlines, to be posted University wide. Responsible for fundraising efforts. Must have strong writing and communications skills. Previous marketing experience with strong organization is helpful.

Layout Editor

Responsible for design, layout, and overseeing physical production of the magazine. Each issue is desktop produced from Adobe InDesign; experience with Adobe Creative Suite and good design skills are required. Experience with printing and the production process is very helpful. Must assist in PR work.

Information Technology Editor

Responsible for design and maintenance of web page. Will work with entire Editorial Board in coordinating information to be featured on web page. Also responsible for maintaining *Mosaic* list serve. **Our address: <http://mosaic.org.ohio-state.edu/>**

Treasurer

Responsible for the management of Mosaic funds. Must attend SOURCE training and work with the SOURCE for programming and operating funds. Applicants with previous Treasurer experience welcomed.