



MOSAIC MAGAZINE

Ohio State's Undergraduate Art & Literature Magazine 2018-2019 Editorial Board Application

Thank you for your interest in *Mosaic*! All full-time Ohio State undergraduate students are encouraged to apply regardless of major. If you have any questions or concerns, please feel free to email us at mosaic.magazine.osu@gmail.com.

DEADLINE: Wednesday, September 5th (11:59 p.m.)

Please send your completed application to mosaic.magazine.osu@gmail.com.

Thank you!

Name:

Preferred Phone:

OSU Email:

Major/Minor:

Rank/Year:

Please mark which position you are applying for. Descriptions can be found on the next page. Below are the open positions for the 2018-2019 academic year. Please rank your top three choices if you wished to be considered for other positions (1=most preferred, 2=second most preferred, 3=third most preferred):

Editor-in-Chief (1) Literature Editor (2) Art Editor (2)

Layout Editor (2)

Editorial Board Descriptions

Editorial Board members are expected to attend events sponsored by *Mosaic*, such as poetry readings, art workshops, field trips, guest lectures, and the end-of-the-year unveiling of the magazine. In addition, all editors must attend weekly meetings, write blog posts for our website, request sponsorship from businesses, volunteer for shifts at the involvement fairs, and assist in event planning. The number beside each description indicates the total editors accepted for that position; however, not all positions may be open at this time.

Please see page one for the listing of open positions.

Editors-In-Chief (2) delegate duties within the Editorial Board and oversee the production of the magazine. They are responsible for coordinating meetings, events, and sponsorship opportunities. Additionally, Editors-in-Chief select members of the Editorial Board and work closely with the group advisor. Please note that only applicants with past experience on the *Mosaic* staff or editorial board are considered for this position.

Literature Editors (2) evaluate and select literature submissions for publication and coordinate events related to the literary arts. In addition, they must arrange regular meetings with their staff and assist in marketing work. Literature editors should possess an extensive knowledge of proper grammar and be able to recognize quality writing (prose and poetry).

Art Editors (2) evaluate and select art submissions for publication and coordinate events related to the arts. In addition, they must arrange regular meetings with their staff and assist in marketing work. Art editors should possess an extensive knowledge of the elements and principles of design and be able to recognize quality artwork.

Layout Editors (2) design and oversee the physical production of the magazine. Each issue is produced with Adobe InDesign; experience with Adobe Creative Suite and advanced design skills are required. In addition, they must arrange regular meetings with their staff and assist in marketing work.

The **Treasurer (1)** is responsible for the management of *Mosaic* funds. He or she must attend SOURCE training, as well as work with the SOURCE for programming and operating funds. Applicants with previous Treasurer experience are greatly appreciated.

Short-answer questions for all applicants

1. All Editorial Board positions require a solid time commitment. Please provide a detailed list of your time commitments (including work, internships, extra-curricular activities, sports, and study abroad plans) for the 2018-2019 academic 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*.

2. Please list any previous experiences you have had with *Mosaic*.

3. *Mosaic* editors must be dynamic, enthusiastic leaders. What leadership experience makes you an excellent candidate for a position on the editorial board?

If you have any additional information that you would like to share, please include it here.

Please answer the questions specific to your first and second choices below.

If your first OR second preference is **Editor-in-Chief**, please answer the following question:
(Please note that only applicants with past experience on the editorial board are considered for this position.)

What ideas do you have for the future of *Mosaic Magazine*? What would make you a great leader of the magazine?

What did you contribute to the magazine this year, and why do you feel that you deserve the position? What makes you stand out?

If your first OR second preference is **Literature Editor**, please answer the following questions:

What experience do you have with evaluating literature? Do you feel confident in your ability to evaluate poetry, prose, short stories, and non-fiction? Why?

If your first OR second preference is **Art Editor**, please answer the following questions:

What experience do you have with evaluating artwork? Do you feel confident in your ability to evaluate photography, fine arts, and graphic design? Why?

If your first OR second preference is **Layout Editor**, please answer the following questions:

What experiences do you have with graphic design? (It is highly recommended that you include a small sample of your work. One or two pages would be sufficient.)

What design-related computer programs are you familiar with (i.e., Adobe InDesign, Photoshop)?

If your first OR second preference is **Treasurer**, please answer the following question:

Please list any previous experience managing funds for a club or business. Are you familiar with the Ohio Union operating and programming funding requirements? (If not, this will be taught to you.) Are you an **organized** person?