Alembic Editorial Position | Providence College

The Alembic is an international literary journal run entirely by the students of Providence College. We feature the work of both established and student writers and photographers. The Alembic is published each April and distributed by Providence College.

We are currently looking for 4-5 hard working, creative Providence College students to apply for the position of Editor for the 2014-2015 school year.

Overview of Responsibilities:

- Read through weekly slush pile and choose submissions for review. This is done on your own time, outside scheduled meeting times.
- Must be able to think critically and analyze creative writing works and photographs, and articulate your thoughts and opinions.
- Must be able to complete various office tasks such as filing, organizing, making phone calls, returning emails, and keeping detailed records of submission and author information.
- Must be able to work on a staff with other students, and be able to communicate effectively, complete assigned tasks, and respond to emails and update the staff in a timely fashion.
- Must be able to commit a minimum of 3-5 hours each week, not including scheduled meeting times.

Background Requirements:

- You must have taken or plan to take a creative writing course.
- You must demonstrate an ability to critically analyze and discuss creative writing works, such as fiction, poetry, and prose poetry.
- Must have an extreme attention to detail, and very good organizational skills.
- You must plan to be here for the full year next year (no study abroad).
- Students with an interest in publishing, writing, and communications are preferred.
- Juniors and Seniors preferred. Sophomores will be considered.
- Excel Proficiency a bonus.
- Knowledge of desktop publishing and design software (such as InDesign) is a double bonus.

How to Apply:

If you are interested in applying to be an Editor, please fill out the application and email it to Alembic@providence.edu. You may attach a resume if you wish but it is not required.