

Position Descriptions 2022-2023

Managing Editor:

- The ME
 - Overseas meetings
 - Establishes deadlines
 - Budget (in conjunction with the Faculty Advisor, BA and AE)
 - Solicit work
 - Communicate with writers/editors
 - Assign work
 - Proofs submissions
 - Tracks author contracts and maintains up-to-date contact information for contributors
 - Reads all submissions and must approve the final selection of work (in conjunction with the Masthead and Faculty Editor).
- The ME also looks for opportunities to grow the publication through campus/community outreach, events, and the development of online content.
- The ME is ultimately responsible for guiding the publication and its events to ensure decisions are made in the spirit of the publication's mission statement.

Associate Editor:

- Second-in-command
- supports the ME in all aspects of the magazine's publication including:
 - Acquiring content
 - Editing content
 - Magazine production
 - Running meetings
 - Soliciting work
 - Printing details
- The AE reads all submissions and provides comments for discussion on publication decisions.
- Ideally, a team member will serve in this role for a year then become ME the next year.

Business editor

- Manages billing
- Upkeeps Regions account
- Researches pricings
- Handles purchasing and expenses
- Handles advertising and sponsorship

Outreach Editor:

- Coordinates and manages members of the Outreach Team (OT) to help generate submissions and spread the word about *Missy*.
- This effort can include, but is not limited to:
 - Reaching out to other campus clubs & organizations

- Speaking with instructors (who might develop assignments geared toward submissions)
- Putting up flyers
- Tabling in front of the Union (if weather permits)
- Contacting community stakeholders
- Handling social media
- Pitching local publications
- Developing events & fundraisers with editors
- Creating or promoting online content.
- All OT efforts should be documented to ensure proficiency. The OC is not required to read submissions but may be involved in publication decisions if interested.

Outreach Team:

- Supports the OC in all aspects of outreach as well as brainstorms and pitches ideas to develop these efforts.
- Members of the OT are not required to read submissions but may be involved in publication decisions if interested.
- Includes: Web Editor, Digital Media Editors, Filmmaker, Radio & Community Advisors

Digital media Editors:

- Each is dedicated to running a specific social media account including: Instagram, Facebook, Twitter, Tumblr, Spotify, Medium and Issuu.

Website & Online Content Manager:

- Handles website updates and management

Photography Editor

- Responsible for
 - Soliciting photography
 - Organizing photography
 - Choosing photos
 - Taking photos at Missy events
 - Assigning staff photographers to projects when need be to make sure Missy covers a wide range of events, developments and news relevant to the LGBTQ+ community in Oxford

Art Editor

- Responsible for
 - Volume art-direction
 - Soliciting work
 - Choosing work in conjunction with masthead to fit in with the writing submissions
 - Event visual concepts

- The AE may also pitch/organize art-related events and/or small-batch publications (like posters or prints) to the ME and OC.

Fiction Editor

- Responsible for
 - Soliciting fiction work
 - Sorting fiction submissions
 - Workshopping with fiction contributors
 - Help arrange fiction workshops

Non-fiction & News Editor

- Responsible for
 - Soliciting non-fiction work
 - Assigning staff writers non-fiction stories on LGBTQ issues
 - Sorting non-fiction submissions
 - Workshopping with non-fiction contributors
 - Help arrange non-fiction workshops

Poetry Editor

- Responsible for
 - Soliciting non-fiction work
 - Assigning staff writers poetry stories on LGBTQ issues
 - Sorting poetry submissions
 - Workshopping with poetry contributors
 - Help arrange poetry workshops

Filmmaker in Residence: See attached

Missy Radio Host(s):

- Missy's Radio hosts must apply to Missy *and* Rebel Radio, interviewing for both.
- Preferred experience in journalism or podcasting
- Responsible to scheduling guests related to LGBTQ+, gender or Civil Rights issues
- Responsible for music selection
- Responsible for downloading radio recordings from studio
- Creates podcast episodes from radio recordings
- Missy Radio broadcasts content of interests to the local LGBTQ+ community to help spread acceptance for LGBTQ+ Mississippians. Radio staff is responsible for scheduling guests, writing scripts, advertising shows and recording/editing the live broadcast.
- Missy Radio runs via Rebel Radio, meaning that our hosts must apply through Rebel Radio as well. Broadcasts are edited and posted to Spotify via our website.
- Positions:
 - Radio Technician - editing broadcasts to be posted as podcasts on Spotify, pre-recording interviews via zoom when scheduling conflicts arise

- Show Director - scheduling guests, planning programming
- Show Host - hosts 1 hour weekly radio show (during the semester) from Bishop Hall, helping show director with programming, helping technician with recording
- We CAN have more than one host, technician or director. Some people are more comfortable hosting the radio show with a friend, and if we have enough interest we can have more than one weekly show. See website for information on past shows.

Faculty Advisor:

- Guides production, outreach, and submission decisions, but is a non-voting member (with veto power). The FA handles finances (in conjunction with the ME).

Radio Advisor

- Guides radio and podcast production and outreach

Community Advisor

- Guides Missy's work with LGBTQ+ organizations and residents

Programs Editor(s)

- This year, a Missy member approached us asking us to create an organization of budding drag queens and mtf transgender people with big sisters - LGBTQ+ women, allies or more experienced queens. To us, this sounded like a sorority, and we're happy to build one from Missy that might long outlive our publication. At the same time, we also intend to start the inverse program as a fraternity for male-identifying LGBTQ+ students. We see this as a great opportunity to get LGBTQ+ students involved in greek life in the same way that our straight counterparts are able to be. One program editor will be charged with helping to further establish this program.
- Missy also needs a programs editor to help plan long term workshop series and build community partnerships alongside the Outreach Editor.