



MFA in Writing & Publishing: 2019-2020 Fellowships

Apply by March 22, 2019 with a separate letter of interest for each fellowship to which you are applying. Your letter should address two central questions:

1. What skills and experience do I have to offer in this position?
2. What do I hope to gain professionally from this fellowship experience?

Submit your letter(s) of interest to Lizzy Fox, Associate Director MFA in Writing & Publishing, lizzy.fox@vcfa.edu.

We expect fellowship recipients to be supremely engaged, hardworking, and competent; we're looking for a positive attitude, an agility in learning new skills, and a desire to deepen ties with the VCFA community. A hiring committee will award all fellowships based on applicant qualifications and need-based considerations. We may ask for a phone, Skype, or in-person interview to make final decisions. Students who have already submitted their tuition deposit and enrollment form will be given priority in hiring decisions.

Hunger Mountain Co-Managing Editor (1 position available) **September-September (year-long position)** **\$5,000**

Returning enrolled students are eligible to apply

This is a year-round position, available for a returning enrolled Writing & Publishing MFA student. The *Hunger Mountain* Co-Managing Editor will devote an average of 8 hours of work per week in the HM office, including over the winter and summer holidays.

The *Hunger Mountain* Co-Managing Editor will gain valuable professional skills as an integral part of the *Hunger Mountain* editorial team, working and taking part in all aspects of the editorial, production, and promotional processes of *Hunger Mountain*, VCFA's journal of the arts. Duties include, but are not limited to:

- Assist in all Editorial duties, as needed (see below)
- Read and evaluate submissions
- Assign submissions to manuscript readers and Assistant Editors
- Copyedit and proofread
- Process submissions and contest entries, both online and via surface mail
- Process contest fees
- Compile monthly budget packets
- Generate contributor contracts
- Update contributor databases
- Update subscriber databases, including: corresponding with subscribers, lapsed subscribers, and potential subscribers

- Manage subscriptions and renewal notices
- Create newsletter content
- Create promotional material
- Notify *HM* staff and contributors of upcoming deadlines
- Delegate duties to the *Hunger Mountain* Fellow(s), and train them to take over the Managing Editor role the following year
- Meet weekly with Editor and Fellow(s)

The ideal candidate has excellent writing, editing, and proofreading skills, meticulous attention to detail, plenty of computer savvy, great communication skills, and a strong interest in and experience with publishing a literary magazine. Knowledge of FileMaker Pro, Excel, and HTML are a plus. Because *Hunger Mountain* is a small operation, the HM Fellows will take part in all aspects of the editorial, production, and promotional processes.

Hunger Mountain Editor's duties:

- Recruit, select, train, and supervise student Fellows, Guest Editors, and Contest Judges
- Solicit and select creative work
- Administer four annual contests, including: publicity for prize, creation of teams of readers, selection, notification, and publicity of finalists and winners
- Oversee online and mail submission systems, including approximately fifty manuscript readers
- Correspond with manuscript readers, editors, authors, artists, proofreaders, designers, printers, distributors, and mail services
- Create long-range production schedules
- Organize Assistant Genre Editors
- Coordinate with MFA in Graphic Design to select Design Fellow
- Supervise all aspects of web design and printing, including design and layout
- Manage and update www.hungermtn.org

***Hunger Mountain* Fellowship (1 position available)**

September-September (year-long position)

\$4,000

Students entering their first semester in Fall 2019 are eligible to apply

This is a year-round position, available for students entering their first semester in the MFA in Writing & Publishing program in fall 2019. The *Hunger Mountain* Fellow will devote an average of 6 hours of work per week, including over winter and summer breaks.

The *Hunger Mountain* Fellow will gain valuable professional skills as an integral part of the *Hunger Mountain* editorial team and support all aspects of the editorial, production, and promotional processes of *Hunger Mountain*, VCFA's journal of the arts. The incoming fellow is given priority when selecting Managing Editors for their second year. Duties include, but are not limited to:

- Assist in all Managing Editor's and Editor's duties, as needed (see above)
- Meet weekly with Editor, Managing Editor(s), and Assistant Editors
- In the fall, read ten submissions weekly in your chosen/assigned genre; in the spring, read ten submissions weekly in a second chosen/assigned genre (these will already have been read, voted on, and commented on by two manuscript readers)
- Vote and write a note as to why you think the piece is ready to be published, or not
- Discuss submissions in weekly editorial meeting with other Assistant Editors, and decide what to pass on to Guest Editors in the fall and Contest Judges in the spring
- Write rejection notes, encouraging rejection notes, and acceptance notes
- Send revision suggestions to authors as needed
- Copyedit final pieces

Social Media Fellowship

September-September (year-long position)

\$4,000

Students entering their first semester in Fall 2019 are eligible to apply

This position is open for one first-year student in the MFA in Writing & Publishing program. The Social Media Manager will devote an average of 6 hours per week to Writing & Publishing and *Hunger Mountain* Social Media platforms (Facebook, Instagram, and Twitter). Tasks may include, and are not limited to:

- Strategize how to make our publications more visible
- Find ways to tell our program's and magazine's "stories" on social media
- Design, update, & plan posts for all social media outlets
- Post about program readings, classes, field trips, social outings, and other events
- Solicit and post photos from program events
- Follow related programs, writers, & industry professionals
- Comment on and collaborate with pages and people with related content

Blog and Photography Fellowship

September-May (9-month position)

\$2,000

All students eligible to apply

This position is open for one student in the MFA in Writing & Publishing program of any year. The Blog Manager will devote an average of 5 hours per week to Blog tasks and responsibilities. Tasks may include, and are not limited to:

- Photograph program readings, classes, field trips, social outings, and other events
- Solicit photos from program events
- Pitch ideas for blog posts
- Write blog posts & keep blog continually updated
- Solicit quotes from students and faculty for use on blog
- Solicit written material from students and faculty for use on blog
- Conduct interviews with faculty, students, and visiting creatives for use on blog
- Other special projects.

Arts Administration Fellowship

August-May (9-month position, includes work before start of fall semester and over winter break)

\$2,000

All students eligible to apply

This position is open for one student in the MFA in Writing & Publishing program of any year. The Arts Administration Fellow will devote an average of 5 hours per week to clerical and administrative tasks in support of the W&P program and courses, such as:

- Organize welcome packets, mailings, and other informational materials
- Design event fliers
- Assist with weekly announcement emails
- Photocopy course reading materials
- Administer google folders
- Make reservations and plans for class field trips
- Organizational and promotional tasks for Program events
- Market the W&P reading series
- Make arrangements for visiting writers' meals and hotel stays
- Other special projects

Book Distribution Fellows

September-May (9 month positions, includes winter break)

\$2,000 each

All students eligible to apply

These positions are open for one or two students in the MFA in Writing & Publishing program of any year. Book Distributions Fellows will devote up to 8 hours per week learning the ins-and-outs of book selling and/or lending through our college store and/or the Gary Library. Hours vary depending on location and may include MWF afternoons, evenings, and weekends. Additional hours may be requested during residency periods (over winter break, especially). Fellows are expected to staff either location for expanded hours and must demonstrate a high level of independence and reliability. Students with a strong interest in small business ownership, bookselling, or continuing their education in library sciences will be given priority for these positions. Tasks may include, and are not limited to the following in each location:

College Store

- Open store
- Manage sales
- Stock shelves
- Arrange store displays
- Take inventory
- Staff special events
- Other special tasks as needed

Gary Library

- Check out books for students/library patrons
- Sort and shelve books

- Check books against WorldCat library system
- Enter books into database
- Mail books to students/library patrons
- Other special projects

Literary Hospitality Fellowship
September-May (9-month position)
\$1500, plus mileage reimbursements

All students with a car and valid driver's license are eligible to apply

The Literary Hospitality Fellow will devote an average of 4 hours per week to Fellowship tasks and responsibilities. This fellowship is open to one Writing & Publishing student of any year and requires a car that's in a great shape and a valid license. This position provides an excellent opportunity to network with established writers and publishing professionals, as well as to develop service skills as the "face of VCFA." Tasks may include, and are not limited to:

- Pick up students, prospective students, faculty, and visiting creatives from the airport or train station
- Hosting prospective students
- Give campus tours
- Meet over meals in Dewey Cafeteria with prospective students
- Organize other students to meet for meals, coffee, or social events with prospective students

Teaching Apprentice Fellowship
September-May (9-month position)
\$1,500

Students entering their first semester in Fall 2019 are eligible to apply

The Teaching Apprentice Fellow will devote an average of 4 hours per week helping develop and implement community enrichment classes in creative writing. This position is open to one incoming Writing & Publishing student.

The Teaching Apprentice Fellow will work closely with the Teaching Fellow and may be asked to continue as the Teaching Fellow in the 2020-2021 academic year.

Tasks may include, and are not limited to:

- Assist the Teaching Fellow with designing, scheduling, and marketing enrichment offerings
- Shadow, plan, and teach writing workshops
- Assist the teaching fellow with clerical and administrative tasks related to the enrichment program (booking classrooms, ordering supplies, creating registration forms, collecting and submitting checks, corresponding with class attendees, etc.)

Resident Advisor

September-January (4-month position)

\$750 meal credit for Fall 2019, to be used at Cafe Anna

Students entering their first semester in Fall 2019 are eligible to apply

There are two appointed RAs in Glover Dorm (one per cohort). Only one position, in the incoming class, is currently open for applications. The RA position lasts one semester, and RAs may reapply for a subsequent semester through verbal agreement with the VP for Students Services, David Markow.

At least one RA must be present in the dorm through December 20, 2019. Resident Advisors must live on-campus in Glover Dorm.

RA responsibilities and expectations include, and are not limited to:

- Attend weekly meetings with the VP for Student Services
- Act as a liaison between residents and various college departments
- Report serious dorm violations to VCFA administration
- Host and support social events and information sessions for residents
- Direct residents to community resources
- Partner with the Hospitality Fellow to greet any on-campus prospective students and/or other guests
- Assume leadership in emergency situations
- Maintain extra sets of keys for Glover dorm rooms
- Participate in trainings and other info sessions, as needed