

THE PENGUIN



NEC'S STUDENT-RUN NEWSPAPER

Love to write? Looking for a way to make a difference in the NEC Community?

YOU may be the next Editor (or Co-Editor!) of The Penguin!

The Penguin is designed and written entirely by students. Penguin editors come up with themes, recruit writers, contribute content, design layout, and ensure that 8 quality issues are published each academic year.

This year, we hope to hire two Co-Editors who will commit to a total of 20 hours per month (10 hours each - \$14/hour).

Qualifications:

- Must commit to the full academic year
- Must be full-time student in good standing
- Knowledge of In-Design software a plus (but not necessary)
- Strong written and verbal communication skills
- Demonstrated connections within the NEC community
- Demonstrated leadership skills
- Strong time-management and organizational skills

Duties:

- Ensure timely publication of 8 issues per academic year
- Recruit writers
- Handle layout and design
- Edit all content
- Promote The Penguin through social media
- Foster community through team building and outreach
- Meet regularly with faculty editor
- Distribute issue

To apply: Submit the following to suzanne.hegland@necmusic.edu

1. Co-Editor application form
2. Cover letter
3. 500-word writing sample (if possible, choose something which reflects the style of The Penguin – avoid academic papers)
4. One letter of recommendation which addresses the qualifications above

Applications are due no later than 5pm on Friday, April 17th, 2020

Interviews will be held via video the week of April 20th

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Name: _____

Diploma or Degree Program: _____ Major: _____

Year of Graduation: _____

Email: _____ Cell Phone: _____

Reference:

One recommendation is required for your application to be complete. This should be from an individual who can address the qualifications as required in the job description. References must be submitted by **5pm on Friday, April 17th 2020** for your application to be complete.

Please note your reference:

Name: _____ Relation: _____

I certify that all information about is true and accurate to the best of my knowledge.

Applicant Signature

Date

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