

Polyphony Lit
Managing Director
Job Description

Polyphony Lit seeks to hire a Managing Director with expertise and a passion for working with literary teens. Manage programs for teens who train and work on our student-run literary magazine, which is run entirely online. This is a part-time, home-based position.

Responsibilities

Manage Student Editorial Staff: Oversee a staff of over 300+ volunteer student editors. Bring on new editors with the help of an administrator and intern; assign and promote students to editorial roles; oversee editor feedback process (editors write feedback for other editors); write periodic editor newsletter to keep editors informed and build community; ensure submission pipeline operates efficiently; oversee selection and preparation of works to be published.

Manage Workshops and Summer Programs: Oversee the online editor training programs. Update curriculum as necessary. Serve as director and lead instructor in the Summer Scholars program, hiring and working with other staff as necessary. Work with Executive Director to expand workshops, which are a key source of fees to support operations.

Contribute to Strategy & Marketing: Work with Executive Director to continue to refine operating and financial model to balance growth, quality, mission, and sustaining operations. Help with public relations and marketing efforts.

Professional Qualifications

- Literary magazine experience.
- Teaching experience, preferably with high school students.
- Poetry expertise, as most submissions are poetry.
- Experience working with an online learning management platform; we use Canvas.
- Competency in managing our submissions platform and our online databases, with interest in using online tools to improve organizational efficiency. Must love a spread sheet and Goggle docs.

Personal Qualifications

- Strong organizational skills to manage high volume of submissions and large staff.
- Passion for delivering engaging, quality curriculum.
- Deep appreciation for literary excellence, with interest in working with highly talented emerging young writers and readers.
- Understanding of young authentic voices and perspectives.
- Energy and sensitivity to manage student satisfaction.
- Bring creativity and innovative ideas that can help grow the platform and advance our mission of expanding reach to underserved students.

Pay and Hours

This part-time work requires 12-16 hours/week with extra hours in the summer to direct summer programming.

Salary is a base plus incentive model. The base salary is \$12,000 annually plus an incentive based on the number of workshop sales (year-round plus summer). We estimate incentive fees to be \$11,000-\$22,000. Total salary opportunity ranges from \$23,000 - \$34,000.

About Polyphony Lit

Polyphony Lit is a global online literary platform for high school students. We invite high school students worldwide to submit creative writing, join our editorial staff, write blog posts, take workshops, and grow into leadership roles. Because developing young writers is central to our mission, our editors provide feedback on every submission.

Since our founding in 2004, we have received submissions from high school students in 71 countries and all 50 US states. Our student editors have given feedback to every submission, over 15,000 and counting.

Polyphony Lit is an equal opportunity employer and we welcome applications from those who contribute to our diversity.

To Apply

This position will be open until filled. We expect a start date of October 1, 2020.

To apply, send a cover letter and resume to our Executive Director, Katie Scullion:
katie@polyphonymlit.org