



Content Editor
28 May 2021

Do you love working with artists? Do you view editing as an exciting creative endeavor? You might be a perfect addition to HowlRound! We are seeking two part-time content editors to join our team on a work-remote basis.

The content editors work with HowlRound staff to evaluate pitches for the journal, develop and edit journal essays and podcast transcripts, work closely on edits with HowlRound contributors, and carry out related editorial tasks. These roles routinely meet tight deadlines for publication of articles.

Our editorial philosophy at HowlRound is that editing is a collaborative creative practice. We value and practice style consistency, but our first priority is to facilitate a conversation with and for theatremakers inclined toward a more democratic contemporary theatre. The HowlRound content editors must have proven ability to edit (structural, stylistic, and copy), do minor fact-checking, and proof copy according to Chicago Manual and established style guidelines.

The content editors will work closely with the associate producer and creative producer (and the rest of the team) to

- evaluate pitches at a weekly editorial meeting,
- attend a weekly check-in meeting with the associate producer and/or creative producer to track progress,
- usher accepted pieces that are in the editing process,
- work as a team to publish approximately four to five essays in the journal in per week, and
- communicate directly with HowlRound contributors via email and Zoom.

Aside from these weekly meetings, much of the job will involve flexible hours and personal time management. The content editors will be responsible for

- communicating HowlRound’s editorial standards and requirements to authors whose pitches have been accepted,
- working closely with artist contributors to ensure their opinions and ideas are shared with clarity and purpose, and that their voices are fully and truthfully represented,
- editing drafts to HowlRound’s style guide,
- finalizing approximately four to five pieces a week, and
- readying the final text for publication, which includes writing summary text, choosing and placing pull quotes, and tagging the article.

These are part-time, independent contractor positions open to anyone across the globe, as long as you can be available for calls 9 am–5 pm EST. Hours will vary week to week depending on the volume of content, but we can guarantee a minimum of fifteen hours a week and a maximum of twenty. Ideal candidates will be able to make a yearlong commitment.

Qualifications:

Required:

- Professional editing experience
- Project management and organizational skills
- Ability to virtually attend 4 hours of weekly meetings, between 9am-4pm
- Excellent written communication skills
- Knowledge of Chicago Manual of Style or demonstrated ability to quickly learn and edit to a style guide
- Previous knowledge of and engagement with HowlRound

Preferred:

- Knowledge of the contemporary international theatre landscape
- Knowledge of the contemporary American theatre landscape

Pay Rate:

\$30/hour USD

To Apply:

Please send a resume and cover letter (which will serve as a writing sample), to Deen Rawlins-Harris, HowlRound associate producer, at deen@howlround.com by 5:00pm EST on July 2, 2021.. Applications will be accepted on a rolling basis until that point. In addition to these materials, the first step in the application process will be an editing assignment, for which you will have four and half work days (Monday to Friday) to complete, to assess your ability to edit material in accordance to HowlRound style and work pace. *In your cover letter, please indicate which of the following date ranges you prefer for your assignment:*

Editing Assignment dates:

June 7th – June 11th

June 14th- June 18th

June 21st- June 25th

June 28th-July 2nd

July 5th- July 9th