



Poets&Writers

SENIOR EDITOR, *Poets & Writers Magazine*

Poets & Writers Magazine is an award-winning bimonthly magazine for the creative writing community. The leading journal of its kind, it enjoys a readership of 100,000 and a robust online presence. It is published by Poets & Writers, a nonprofit organization formed in 1970 to help creative writers and the literary community nationwide.

The senior editor is a key member of the editorial team and is responsible for providing vital editorial support for our flagship publication, *Poets & Writers Magazine*, and our website, pw.org. The senior editor reports to the editor in chief.

We offer a hybrid work environment, with potential to work from home several days per week; must be available to work in the office two days per week and additionally as needed. This is a full-time position in our New York City office. ***Please note that this job has a start date of July 22, 2024.***

Responsibilities include:

- Assigning, editing, and/or writing articles and essays for the News and Trends department of each issue, as well as researching and soliciting artwork and photographs for the section.
- Preparing online content associated with News and Trends articles, including Page One audio recordings and extended Q&As, for each issue's web close.
- Planning, assigning, editing, posting, and promoting weekly installments of online series, including Craft Capsules and Ten Questions, as well as daily installments of Daily News.
- Editing occasional articles, essays, and interviews for the Literary Life, Practical Writer, and Feature departments of *Poets & Writers Magazine*.
- Contributing articles, essays, and interviews to the magazine and website as needed.
- Reading and evaluating submissions.
- Assisting in the fact-checking of articles.

Qualifications and Experience:

- At least five years of experience editing for print and/or online magazines.
- Excellent journalistic writing, developmental editing, and communication skills.
- Strong computer skills, especially in InDesign, Photoshop, and Drupal content management.
- Highly organized with attention to detail and ability to prioritize tasks and meet deadlines.
- Familiarity with *Chicago Manual of Style*.
- Familiarity with literary communities and interest in contemporary literature.
- Professional, cooperative, enthusiastic attitude.
- Strong cultural competency; capacity to work effectively and sensitively with writers from a wide range of backgrounds, including BIPOC writers, LGBTQ+ writers, and others, to bring their work to our readers.

- Upholds P&W’s values—service, integrity, inclusivity, and excellence—and shares the organization’s commitment to antiracism and to creating an online writing community that is diverse, welcoming, and supportive of all writers including BIPOC, LGBTQ+, and disabled writers.

TO APPLY

Please send resume and cover letter to Kevin Larimer at klarimer@pw.org; include “Senior Editor” in subject line. Attachments should be .doc or .pdf; other file types will not be opened.

Poets & Writers is an Equal Opportunity Employer, committed to building a diverse and inclusive staff. Individuals from all backgrounds are encouraged to apply, including veterans and those with disabilities.

ABOUT POETS & WRITERS

Poets & Writers is the primary source of information, support, and guidance for poets, fiction writers, and creative nonfiction writers in the United States. Our mission is to foster the professional development of poets and writers, to promote communication throughout the literary community, and to help create an environment in which literature can be appreciated by the widest possible public.

Poets & Writers Magazine is the leading publication of its kind, serving a readership of more than 100,000. Our website offers extensive free resources to help writers navigate the literary marketplace and a lively online community. Our programs include Readings & Workshops, which pays writers for giving readings and leading writing workshops in small towns and big cities across the country; Mapping the Maze, an online workshop that demystifies the publishing process and helps writers chart a path to publication; and Get the Word Out, a publicity incubator for debut authors. We sponsor the Jackson Poetry Prize and Maureen Egen Writers Exchange Award. We are guided by our core values of service, inclusivity, integrity, and excellence and are committed to becoming an antiracist organization. Learn more at pw.org.