

Job opportunities: book launch team

Omni-temporal Poetry Society (OPS)

Overview

The Omni-temporal Poetry Society (OPS) is a charitable foundation dedicated to advancing the cause of American poetry across the whole of recorded history. We are publishing a major new anthology of poetry commemorating historical events, and we are looking for talented and highly-motivated young people to manage the publication and launch of this exciting new book.

We are looking for a team of young people to do the following:

- find a venue that can host a poetry reading/launch party for our poetry anthology
- plan and run a poetry reading/launch party.
- edit and design our anthology
- create a website for our anthology
- run a major promotional campaign both locally and online
- find sponsors willing to fund the book in exchange for advertising space

Job descriptions:

Event team: venue liaisons

Venue liaisons will contact local venues, as well as people who run existing poetry events in the area, in order to find a venue for our poetry reading and launch party. This will entail intensive work in the first two weeks of the project. Applicants who include suggested venues in their application letters will be looked upon favorably.

Event team: event managers

Event managers will work with the venue to plan and run the poetry reading/launch party. This will entail working out logistics such use of space, audio (making sure poets can be heard) and refreshments.

Publication team: Copy editor

Copy editors will be make sure that all text in the book is publication-ready. This includes fixing spelling, grammar, and punctuation, and making sure that sentences make sense.

Publication team: Designer

Designers will be responsible for the layout of the book. This will entail making sure that the book's pages have a consistent look, as well as making sure that the book meets the specifications of the online publisher. Designers will also be responsible for producing the front and back covers.

Web designers

Web designers will create a Weebly site with the same content as the book, as a companion to the book.

Promotion team: local promotion

Local promoters will identify potential audiences for our book (and launch party) and reach out to them. Potential audiences might include local writers and historians, universities, libraries, museums, and other organizations. Promoters will make phone calls, send emails, and design and distribute posters and fliers.

Promotion team: online promotion

Online promoters will identify potential audiences (and high-profile online "hubs") from around the world, and promote our book to them using social media including twitter, facebook, and email. It is our ambition, and our expectation, that this publication will have a global reach.

Fundraisers

Fundraisers will contact local businesses to offer them the opportunity to sponsor publication in exchange for advertising space in the back of the book itself. Our hope is that through sponsorship, we will be able to offer a substantial number of copies for free.

How to apply

Applicants should submit a one-paragraph letter to OPS through Dr. Alec Patton's Edmodo page. Applicants will see the job advertised on the page. In order to apply, click "Turn In" and paste their letter in the "turn in" box.

The following is a "model letter". Please use this format for your letter (obviously, this is only a model, and your letter should be written in your own words).

Dear Dr. Patton

I am delighted to respond to your advertisement for the post of copy editor. I am applying for this position because I am fascinated by publishing, and I think I can offer a great deal to this project. I have amassed a great deal of copy-editing experience through critiquing my peer's work. People seek me out for my keen eye for spelling, grammar, punctuation, and sentence-coherence. To give an example of my experience, last year I was privileged to peer-critique work in the "Caricatures of Character" project, for which I read and offered advice on a wide range of essays.

I am extremely excited about this opportunity, and I look forward to hearing from you!

Yours sincerely
Calvin Ripken

Reference: Molly Carroll

As you can see, your letter must include the following:

- A salutation ("Dear Dr. Patton")
- A sentence explaining which job you are applying for
- An explanation of why you want the job
- An explanation of why you are qualified for the job (including one specific example of your experience).
 - In this section, it is wise to use the same language that is used in the job description.
- A closing ("Yours sincerely")
- A reference (you must ASK teachers if you can use them as references). They do not need to write anything, they just need to know I may be approaching them to ask about you.

Deadline for Applications:

Applications are due to Edmodo by 8:00 AM on Friday, September 14th.