

Team	Position	Minimum expectations	Reports to	
Editorial	Editor	manage overall editorial vision of magazine, craft mission statement and editorial plan, assign and select stories, write intro letter, advise in story development, reporting and revision, advise on budget, advise promotional plan, advise on design, advise on business plan, edit content, work with managing editor to assure deadlines are being met	Publisher	
	Managing editor	manage day-to-day operations of editorial staff, edit content, enforce deadlines, manage communication among staff through email and Slack, assist in all editorial functions as needed, assist with production functions as needed, advise in story development, reporting and revision, maintain materials for staff and next year's class, oversee lead writers, copy editors and full team in individual story capacity	Publisher and editor	
	Lead writer	complete an in-depth reporting project with the team of lead writers in addition to the individual story, supply relevant multimedia content for the extra in-depth piece, write headlines, captions and other material for magazine and website, assist with fact checking and copy editing	Managing editor	
	Copy editor	write headlines, captions and other material for print and web versions, fact check all written material, assist in content editing of stories, update Curb stylebook, advise Curb staff on how to properly source content	Managing editor	
Business team	Marketing director	manage overall operations of magazine, including print contract, create strategic and business plan, create and manage budget, set advertising rates, research funding opportunities, oversee PR manager and marketing reps	Publisher and editor	
	PR director	manage all public relations and promotions, assist in development of business plan, sell advertising, produce written PR plan for magazine and website, create and execute social media engagement strategy before launch and throughout the year after publication, locate and enter award competitions, create media kit, plan and execute launch party	Marketing director	
	Marketing representatives	assist in development of business plan, create media kit, sell advertising, assist in public relations functions, develop ads, including creative concepts, copy writing and design, assist in production of print and Web ads (one rep should be liaison to design team for print ads and the other to online team for online ad production), report to marketing director	Marketing director	
	Events director	manage and direct fundraising events, work with PR director and social engagement director to publicize events and build interest	Marketing director	
	Engagement director	manage social media accounts, work with PR director and events director to publicize events and content, work with social engagement content created by staff to promote the magazine after the semester is over	Marketing director	

Design team	Art director	determine design vision for magazine, lead production and design of print and online versions, acquire needed outside art, work with photographer to manage images for print and online versions, produce design guidelines and stylebook, develop design for apparel and media kit	Publisher and editor	
	Production editor	oversee all production functions for print version of magazine and other collateral materials, assist in creating design, assist in production of print and online versions, oversee production associates, manage workflow with printer, report to art director	Art director	
	Production associates/designers	develop and produce layouts for print version of magazine, including editorial and ad content, lay out collateral materials as needed (such as media kit), review and refine headlines and cutlines, proof print pages, advise in design, report to production editor	Art director and production editor	
	Photographer/photo editor	shoot photos for stories, advertising and marketing materials, acquire needed outside art, consult on art for stories and ads, secure rights for use of outside art, maintain log of all photo permissions	Art director and production editor	
Online team	Online editor	determine overall vision for online version of magazine, craft site architecture, produce web guidelines and stylebook, oversee all production functions for online version of magazine, oversee online associates in production of website	Publisher and editor	
	Online associate	code and post pages for online version of magazine, including editorial and ad content, post collateral materials as needed (such as media kit), review and refine headlines and cutlines, test and refine web content, proof website, advise in architecture and design of site, one online associate will work with lead writers on multimedia in-depth project, one online associate will develop tablet version of magazine	Online editor	
	Multimedia producer	record and edit video and audio for stories and multimedia, consult with writers on production and editing of video and audio for multimedia pieces, produce teaser videos for social media, fund raising and website, advise in architecture and design of website and how to use multimedia work, work with lead writers to shoot and produce multimedia for feature, test and refine multimedia projects for site	Online editor	