



## **Agency Commentary Section Editor Description**

### **Overview**

Agency promotes contemporary anarchist perspectives and practices through commentary, media relations, and educational campaigns.

Agency's Commentary section features articles on current events and topical news from an anarchist perspective that is written for a broad audience and written by self-identified anarchists. Agency is seeking a dedicated volunteer for a minimum of 3 hours per week to work as the Editor of this section.

The Commentary section editor works with current and new contributors, with the support of Agency's Advisory council, to publish at least two commentary pieces per month.

### **Responsibilities and Tasks**

The role of the Commentary section editor is to:

Manage the editorial calendar for Agency's commentary section:

- Maintain calendar 1-3 months in advance at a time
- Work with other Agency members to strategize and maintain editorial calendar
- Ensure Agency publishes two unique commentary pieces per month
- Propose topics for Commentary articles to Agency team based on news cycle and current events
- Find authors to address chosen topics
- Set timelines and deadlines for drafts and publishing
- Copy edit and proof articles for publishing
- Work with designers and Agency team for accompanying photos, art, and layout
- Seek out new Authors to write Commentary for Agency
- Maintain and grow list of Agency contributors
- Write occasional editorial pieces on behalf of Agency

**The Agency Commentary Editor will dedicate the following time and capacity:**

- Minimum of 3 hours per week
- Attend 1-2 coordination calls per month
- Regular email communication
- Publish two unique pieces of commentary per month
- Post all new commentary to social media (Facebook and Twitter)

**See Agency's mission, here:**

- <http://www.anarchistagency.com/about/#our-mission>

**See submission guidelines for Agency commentary:**

- <http://www.anarchistagency.com/about/#submissions>

**See past Commentary pieces here:**

- <http://www.anarchistagency.com/category/commentary/>