UConn Nutmeg Publishing is seeking highly organized, motivated individuals to produce the annual Nutmeg Yearbook and the quarterly online Nutmeg Magazine. Nutmeg is committed to serving its constituents through preserving and highlighting major UConn events, traditions, and cultures.

Adobe InDesign and Adobe Photoshop are two of the main programs Nutmeg utilizes. Staff members are granted access to Nutmeg's computers and camera equipment for work purposes only. Below, you will find our job descriptions and application requirements for the senior and freelance staff.

ORGANIZATIONAL STRUCTURE

Executive Board
Editor in Chief
Business Manager
Yearbook Managing Editor
Magazine Managing Editor
Creative Director

Senior Staff
Copy Editor
Photo Editor
Sports Editor (2)
Marketing Coordinator

Freelance Staff
Photographers (5)
Writers (5)
Designers (5)

SENIOR & FREELANCE RESPONSIBILITIES

Attend all scheduled staff meetings with exceptions including but not limited to: extreme illness, family emergencies, exams or class, or event coverage.
Report to the Managing Editors regarding progress of the publications.
Meet all assigned deadlines.
Maintain 5 office hours per week.
Take on other duties as assigned by the Executive Board.

GENERAL PAYMENT INFORMATION

Payments will be made in the form of two checks: one in December for the fall semester and one in May for the spring semester. Payments will be made through university payroll.

ADDITIONAL REQUIREMENTS

Copy Editor/Writers/Sports Editor: Include a writing sample of your own work. This could be an article, short paper, or a recap of an event you attended recently (maximum of 250 words).
Photographers/Sports Editor: Samples of your photography.
Photo Editor: Samples of your photography AND editing.
Designers: Sample of your design work.
You may provide links to your work instead of attachments.

SUBMIT

Submit application, resume, cover letter, and specified additional requirements to Amy Bortey, Editor-in-Chief in Student Union 212 or email to nutmegpublishinguconn@gmail.com.
POSITION DESCRIPTIONS

Copy Editor
Oversees writing staff.
Edits each story, caption, and headline thoroughly with each staff member.
Coordinates with the staff writers to ensure adequate written coverage of all campus events and stories.
Responsible for meeting deadlines for all copy.
Reports copy progress to Executive Editors and all Senior Staff.
Responsible for maintaining the consistent use of tense throughout the book.
Understands and develops a process for spell checking and error-free page submission.
Presents information at meetings that will assist members with consistent writing or editing.
Proficient in Microsoft Word.
Communication with Writers via email.
Annual payment begins at $700.

Photo Editor
Oversees photography staff.
Edits all incoming photos.
Responsible for meeting deadlines for all photos.
Reports photography progress to Executive Editors and all Senior Staff.
Maintains staff check out list for camera equipment.
Maintains inventory list of all camera equipment.
Assists with purchases of camera equipment.
Archives photos when needed.
Presents educational information at staff meetings that will assist members with photography.
Proficient with Adobe Photoshop and/or Lightroom.
Annual payment begins at $700.

Sports Editors (2)
Communicates with Executive Editors to maintain the calendar of events regarding sports.
Responsible for coverage of at least three games/events per sport in the yearbook. This includes photography and copy.
Responsible for overseeing all sports related stories in both the yearbook and magazine.
Annual payment begins at $600.

Marketing Coordinator
Collaborates with Business Manager to direct Sales Ad Team.
Oversees Nutmeg’s social media platforms and Nutmeg Publishing website.
Oversees advertising campaigns for senior portrait sessions and senior ads.
Advise Executive Board on promotional-related matters.
Annual payment begins at $600.

Photographers (5)
Attend and take photos of events as assigned by the Managing Editors.
Import photos to Nutmeg Publishing computers to a location specified by the Photo Editor and sift through them to pick out the best ones.
Photographers will be paid $9 per event/story and are eligible to be paid after their fifth story/event. At that time they will be paid for all five events and each additional event/story.

Writers (5)
Attend and write about events/stories assigned by the Managing Editors.
Send all copy to the Copy Editor for review.
Modify copy based on the Copy Editor’s comments, edits, and recommendations.
Writers will be paid $10 per event/story and are eligible to be paid after their fifth story/event. At that time they will be paid for all five events and each additional event/story.

Designers (5)
Create spreads and design layouts based on the design specifications of the Creative Director.
Communicate with the Copy and Photo Editors for respective materials to be placed onto the page layouts.
Designers will be paid an annual rate of $250 and are eligible to be paid after their tenth (10th) completed spread per semester (includes both the magazine and the yearbook). Designers will be paid $8 for each additional spread completed over the required 10 spreads.