**Job Title: HowlRound Fellow**

The HowlRound Fellow will work in close collaboration with the HowlRound team using a commons based approach to resource sharing and knowledge creation to help us imagine the future of our online communication platforms and in-person convenings.

**Compensation & Benefits:**  
This is a full-time, hourly paid position starting at $27,000 (or $30,000 for those with a graduate degree) eligible for over-time based in the Office of the Arts at Emerson College in Boston, MA. Full benefits package. One year contract, renewable upon mutual agreement for a second year (with a $1,500 bump in pay). **Start date:** July 15, 2014.

**Primary Duties, Responsibilities, and Tasks:**

* Working closely with our content editor to copy edit content on the HowlRound.com site.
* Uploading content for the journal into Drupal, and managing our queries, query tracking, and publication calendar. .
* Participating on the HowlRound editorial board, scheduling HowlRound Editorial meetings and dreaming up content for all aspects of the site.
* Managing communications with contributors to the HowlRound platforms that include creating and processing contracts, and tracking calendar deadlines for articles.
* Provide administrative support to HowlRound, including booking travel, processing expense reimbursements, providing logistics support for convenings and events.
* Provide support for other HowlRound communication’s platforms including HowlRound TV and the New Play Map.
* Attend Office of the Arts Fellow events and programming.

**Required Knowledge, Skills, and Education:**

* Undergraduate degree required, graduate degree a plus.
* Must have excellent word processing, Microsoft excel, and computer technical skills.
* Ability to manage multiple tasks and work in a fast paced, high-energy office environment.
* High attention to detail and great communication skills a must.
* Proven ability to collaborate and play as member of a high functioning and close-knit team.
* Knowledge of the not-for-profit theater arts field.
* Capacity and motivation to continuously learn new digital media producing and publishing skills.

**Preferred/Desirable Knowledge, Skills and Education**

* Experience in Drupal or similar blog platforms.
* Design experience.
* Experience in the field of online publishing and copyediting.
* Experience working in arts administration (internship, during school, etc.).

**Required Prior Work Experience**

None.

**To apply:** Submit a cover letter detailing your specific interest in working with HowlRound, a one-page resume, three references with email and phone information, and a writing sample via the Emerson posting at <https://emerson.peopleadmin.com/postings/7658>.

**Deadline:** May 9, 2014