

## What is *Elysium*?

*Elysium* is Coral Reef's literary/art magazine designed to showcase student creativity. An annual magazine usually published in late May, *Elysium* also hosts a companion website featuring clips of original student expression in drama, music, dance, and film. Together the magazine and website seek to establish artistic ties with the larger community, recognize exemplary student work, and develop professional graphic and publishing skills.

## The Editorial Structure

### Editor-in-chief (This position is already filled by Emma Singer)

The editor-in-chief serves as a coordinator and leader, guiding the progress of the magazine and speeding along its separate components. He/she makes sure that the magazine follows the by-laws and represents good taste and professional standards. The editor-in-chief must assist other editors in creating an environment receptive to new members and new ideas. He/she makes final decisions regarding content, layout, editing, and printing and is actively engaged in the bidding and printing process. Additionally he/she serves as liaison to the faculty advisor and periodically informs him/her of the magazine's progress. It is the editor-in-chief's responsibility to **chair meetings and organize activities and deadlines**. Since this is a time-consuming position, the editor has to be free from after-school work or sports activities and obligations. In the month of February and March the editor-in-chief may frequently have to work several hours after the regular school day has ended.

**Art and Literary Editors (four separate positions) The position of literary editor(s) is already filled by George Cartaya and Catherine Zaw. We still need a visual art and photography editor.**

The art and literary editors decide on a workable and fair submissions policy and communicate with the individual artists about the submitted work. Both editors will need to work closely with art and photography teachers: Mr. Scott McKinley and Ms. Marion Hanks. The literary editor will occasionally, as needed, coach student writers in revising their work and will also be responsible for proofreading copy. They are also responsible for correctly labeling and filing a digital and hard copy of all submitted work in room 310. Both the art and literary editors answer to the editor-in-chief and decide with the Editor-in-chief which material will be accepted into the magazine. The EIC may overrule any decision when necessary.

### Design and Layout Editor

The design and layout staff is responsible for the graphic processing of the magazine's contents. The Design and Layout Editor works with his/her staff to design an overall concept for the magazine and must therefore be thoroughly familiar with current design and publishing utilities, specifically Adobe InDesign, PDF, and Photoshop. He/she (along with staff) is responsible for the look and feel of the magazine, selecting the two or three fonts, the cover and page materials, and the magazine's overall design specifications. Implicit in this task is the organization of the magazine into major sections and subsections which organically reflect the magazine's theme and overall philosophy,

### Promotions and Business Manager

The promotions and business manager is in charge of creating and posting flyers, banners, and other media to spread news of *Elysium* throughout the campus and community. The P&B manager will also be responsible for taking accurate roll at each *Elysium* meeting. The P&B Manager will host a magazine cover contest and may additionally announce a short story or poetry contest. When it comes time to distribute free copies of the published magazine in May, the promotions staff will be responsible for creating a video spot to be aired on TV productions and creating posters announcing the first come first served policy on a specific day. The promotions/ business manager will need to

keep thorough and accurate records of which artists, writers, and faculty were given the magazine for free as well as the names of students who received a copy on distribution day. Lastly, the club will take orders for *Elysium* T-shirts and have two or three fund-raising sales of giant pixie sticks and baked goods. The Promotions and Business Manager will be responsible for placing the initial orders, collecting all monies, and distribution of T-shirts and candies. He/she is also expected to follow-up with any club member who is remiss in turning in their monies.

### Tentatively Scheduled Meetings

For the first 6 1/2 months (October– mid April) meetings will be held in room 310 every Thursday after school (excepting teacher professional days). If it becomes necessary to shift one of these dates due to a holiday, the editor-in-chief will email each member at least one day in advance. Check your school and personal email for updates and reminders. During the last two weeks of April, when we go into production, it will be necessary to stay after school every day. The magazine must be ready to go to the printers by May 2, 2011. Meetings will thereafter be suspended until the magazine arrives near the end of May, at which time staff will reconvene one day only (during lunch) to distribute copies. The end of the year culminates in a presentation/party at Books and Books in Coral Gables.

## Information on applying for *Elysium*

Download and Submit *completed* applications to Mrs. Scott in room 310 at the informational meeting after school, **Thursday, September 16, 2009**. Accepted staff members will be notified by Friday, October 1, 2010. Between the 1st and the meeting on October the 7th, Emma will interview interested applicants for the remaining editor positions still remaining. The first formal meeting will be held on Thursday, October 7th after school in room 310.

**What We Want:** We are looking for 20 creative, self-motivated, deadline-oriented, dedicated individuals who like working closely with other people and are excited about literature and art. You will need to meet with us after school every **Thursday in room 310**. In March and April, as we get ready to go into production and printing; this is a particularly busy time for the literary magazine. During the last two weeks of April, you will need to attend every day after school (10 days: from Monday April 18 to Friday April 29). **If you have an after school job, are involved in sports or theater productions, are on the yearbook staff or plan to be involved in creating the IB senior memory book, you will not have enough time to devote to this publication.** We need students who will make *Elysium* a priority and will attend regularly. **Any student who misses more than 3 meetings will be dropped from the staff.**

One of the **benefits** of being in *Elysium* is that you are trained in Adobe software and publication skills. Additionally you can use these hours as part of your CAS or Community Service requirements. This usually amounts to 75 hours. Most importantly, if you love words and images, you can spend part of your school life doing something truly creative and enjoyable, producing a publication of which you can be proud.

Please consult the *Elysium* website to preview a copy of last year's magazine and online companion website <http://coralreef.dadeschools.net/elysium>. Not every staff member has to submit writing or art, but you will be expected to create two magazine spreads (4 individual pages) using Adobe InDesign. Don't worry, we will train you and assist you in this endeavor.

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Fill out the following form in its entirety and answer 1-3. You must attend the first informational meeting on Thursday, September 16, and hand in your completed application if you wish to be considered.

## 2010-2011 Elysium Editor/Staff Application

Name: \_\_\_\_\_ Grade: \_\_\_9 \_\_\_10 \_\_\_11 \_\_\_12

Magnet Program \_\_\_\_\_

Overall Grade Point Average at the end of last year \_\_\_\_\_

### Please Print Clearly

School Email: \_\_\_\_\_

Home or cell Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_ Period 6 room number \_\_\_\_\_

**DIRECTIONS:** Completely fill out this form (3 pages) and bring to the first club meeting in room 310 after school Thursday, September 16. Questions? Contact Mrs. Scott [amyscott@dadeschools.net](mailto:amyscott@dadeschools.net) or come by 310 during lunch. We are limiting the club to 20 people this year.

Please **rank in order** of preference [only number positions you are truly interested in]:

Literary: Fiction and Non-fiction (For these positions you must provide either a sample of your creative work, an essay, or an analysis of a piece of literature)

**Literary Editor (already filled)** = Coordinates literary meetings. Reads all poetry and prose submissions and determines which will be presented to the full staff for final consideration and publishing. Must possess solid literary and grammatical skills. Collects, catalogues, and keeps submissions anonymous. Maintains contact with past and current *Elysium* contributors.

**Staff** = Reads all literary submissions and determines which will be presented to the full staff for final consideration and/or publishing.

### Art

**Art Editor** = In charge of devising a submission policy and gathering digital or scanned copies of art work around school. Works with staff and Editor-in-chief to select final artwork to be published in the magazine. Photographs, scans, collects, catalogues, and keeps submissions anonymous. Maintains contact with past and current *Elysium* contributors. This student should be either in the art magnet with Mr. McKinley or Mrs. Stemple to act as a liaison in collecting art and garnering submissions by school artists.

**Art Staff** = Responsible for soliciting art submissions and along with the art editor choosing final submissions to be presented to the entire staff for evaluation and selection.

### Promotions and Business

**Promotion Manager**= Plans and oversees all literary/art events and promotions on and off campus. In charge of magazine sales and bookkeeping activities and keeping notes of every meeting.

**Promotion Staff** = Organizes and participates in literary/art events as well as promotional activities both on and off campus. You may be asked to create banners and notices, post them, or sell magazines in early May.

**Layout**

- [ ] **Layout Editor** = Must know Adobe PhotoShop and InDesign. Experience with Adobe Illustrator would be helpful but not necessary. Responsible for cover and flier designs; lends a creative eye for the overall design and specifications of the magazine. This student should probably be from the art magnet or at least have some art experience.
- [ ] **Layout Staff** = Must know or be willing to be trained in Adobe Photoshop and InDesign. Works with layout editor to create an overall layout for the magazine, selecting fonts, specifications, and page materials, while generating actual spreads. All staff will be trained in Adobe InDesign and will be responsible for creating at least one spread (two pages).

1. *Elysium* meets every Thursday after school, except early release days. During submission periods we require more time from our staff. Before going to the press in early May, we will need to meet every day after school for two weeks (The last two weeks of April). Typically this means staying after from 2:30 - 5:00 p.m. What are your commitments for this year (jobs/clubs/extracurricular/ plays/volunteer work/sports)? Will you be able to stay after school for at least one hour each Thursday and then several hours every day the last two weeks of April? Do you have transportation home?

**Other clubs or activities:**

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**Can you stay until 4:30 most Thursdays?**

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**Will you have transportation home?**

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2. Please describe any relevant experience for the position(s) to which you are applying. [classes/groups/jobs/artistic talent/ web design/ knowledge of Adobe software, anything] If you have created a web site, write the URL below. Detail **your specific experience or duties.**

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Responsibilities you have held in past clubs or special interest groups inside or outside of school.

.....  
Experience with Adobe products: specifically InDesign, Photoshop, and Illustrator? Experience with web design?

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What (if any) is your background in art or graphic design? Photography? Filmmaking? Music?

.....  
Do you have any business experience?

.....  
Have you won any writing or art awards?

**\*\*\*\*\* If you are applying for literary staff or literary editor you must submit one of the following:**

- 1. an original poem or piece of prose that exemplifies your best work.
- Or
- 2. an analysis of a piece of literature you prepared for English class.

**Staple this writing sample to the back of this form.**

