



### **Editorial Volunteer (Expenses Paid) One day per week (3 months)**

The Curved House is inviting applications for our editorial volunteer position working on our flagship non-profit publication Visual Verse ([visualverse.org](http://visualverse.org)).

Visual Verse is a monthly publication that allows writers to submit a 50-500 word response to a visual prompt. Each month we change the prompt and invite new writing and we typically receive around 120-150 submissions per month. We publish around 90% of these submissions.

Visual Verse is powered by the hard work of volunteers. It is curated and managed by Kristen Harrison, publisher at The Curved House, with writer and academic Preti Taneja as Commissioning Editor. As an editorial volunteer, you will work with both Kristen and Preti (in person or remotely, depending on your location) on a day-to-day basis to ensure submissions are published in a timely manner and that the editorial integrity of the publication is maintained.

You will learn a breadth of transferrable skills including editorial (editing/proofreading and critiquing), website editing (Wordpress CMS with some HTML), social media, mailing list management, copywriting and communications.

This role would suit a student or graduate looking to get into publishing or a digital role in the creative sector.

#### *Applicants will need:*

- An eagle eye for detail
- Strong editorial skills
- A love of books, poetry and literature
- A way with words
- To be reliable and organized
- Computer literacy (web editing experience preferred but not essential, we can teach you this)

#### *You will receive:*

- €20 per day to cover lunch and travel expenses
- Use of a desk space in our office (Mitte, Berlin) both during and outside of your working hours
- The chance to be mentored by Preti and Kristen and the Curved House team to hone your own writing, editing and publishing skills
- Hands-on training across a breadth of creative and publishing skills
- Editorial Assistant credit on the Visual Verse website
- A joyous and productive workplace among joyous and productive people

*Location:* Ideally you will be based in **Berlin** where our main office is. This ensures you get the most out of the experience. We will, however, consider applicants based elsewhere.

*How to Apply:* Please fill out the online application form  
<https://goo.gl/forms/PSaDM1wXdULUx0L92>

*Deadline:* 5pm on Monday 21 August, 2017