



The Voice Editor-in-Chief Role Description

Short overall summary of the function

The Editor-in-Chief of The Voice is there to determine the direction the magazine will take, provide guidance and support to its members, and ensure the quality of the content produced. As such, the Editor-in-Chief is also the first point of contact for people interested in The Voice.

Keywords that describe the function

- International
- Inclusive
- Assertive
- Creative
- Motivational

What kind of profile are we looking for?

Any Editor-in-Chief of The Voice needs to be assertive and able to motivate members of The Voice, while providing clear instructions. However, it is also important to be able to listen to the ideas proposed by other members and to be willing to help and support them. Furthermore, in order to be able to edit content and judge its quality, a good level of English is required and some knowledge of design is recommended.

Time commitment (so what are your tasks as editor in chief?)

The main time commitments for the Editor-in-Chief are attendance of the weekly meetings (1-2hr per meeting) as well as proof-reading and publishing of articles (around 1hr per article). Some time is also spent communicating with individual editors, managers and writers outside of meetings on specific projects as well as with collaborators.

Meetings

The Editor-in-Chief is in charge of organizing and running weekly meetings with all regular members of The Voice, but particularly with the section editors and radio managers, to discuss upcoming articles and radio shows as well as other ideas and projects The Voice could be involved in. There are also the regular LOKO work meetings and occasional meetings with some of the collaborators, particularly with Veto and Radio Scorpio.

What do we expect from you?

The Editor-in-Chief is responsible for ensuring that every aspect of the magazine and of the associated radio show is running smoothly and on schedule, with a variety of quality content being released on a weekly basis, mostly by hosting meetings and effectively communicating with all members of The Voice. The Editor-in-Chief also performs the final proof-reading and editing of articles and has the final say over approval of the article to be published. Another important aspect of the role is liaising with LOKO, Veto and other collaborators, such as Radio Scorpio and Quivr, as well as looking for further opportunities for The Voice and its members.

What do you get back in return?

Being the Editor-in-Chief of The Voice provides an excellent opportunity to gain experience in journalism, leadership and management while working with a diverse international group of people. It is also certainly one of the best ways to discover how a magazine or radio show works. Additionally, it can be very enjoyable and fulfilling to work together with people from all over the world, with a broad range of opinions and ideas, to create something together.

Team members (who is part of your team?)

The Voice's core team consists of Section Editors, responsible for finding quality content for their section, Radio Show Managers, responsible for organizing the weekly radio shows, and a Public Relations Manager, responsible for promoting The Voice through social media and any other means. Proof-readers also help with the editing of articles and illustrators provide interesting visuals for articles, leaflets, posters and help design the print edition. Of course, there are also the content creators and contributors which provide the essential material to be published or aired on radio.

Are you interested?

You can contact the current editor-in-chief of The Voice via thevoice@loko.be. They will be able to tell you more about the function and answer all your questions. Are you convinced? Yay! Then you can submit your application by email to loko@loko.be, consisting of your CV and a motivation letter. As editor-in-chief, you also draw up a (short) vision text. You will then receive the questions that you need to prepare for your election. Then you go through the election procedure at LOKO's General Assembly. Do not worry! It may all sound a bit scary, but you are not alone at any time: the current and upcoming team of LOKO and The Voice will be happy to guide you and are always ready to support you.

⇒ **FOR MORE INFORMATION ABOUT THE VOICE, CONTACT THEVOICE@LOKO.BE!**