



**Managing Editor (Remote)**  
**Sundress Publications, *The Wardrobe***

Sundress Publications is an entirely volunteer-run 501(c)(3) nonprofit publishing collective founded in 2000 that hosts a variety of online journals and publishes chapbooks, full-length collections, and literary anthologies in both print and digital formats. Sundress also publishes the annual Best of the Net Anthology, celebrating the best work published online, and the *Gone Dark Archives*, preserving online journals that have reached the end of their run.

*The Wardrobe*, a feature of Sundress Publications, showcases the outstanding published or forthcoming work of women and nonbinary authors. Editors promote a single author by reprinting a selection of work from her published collection. Editors work with poetry, fiction, nonfiction, and multi-genre books. Singular work that has been published in journals is not eligible.

Our managing editors' responsibilities primarily include maintaining the submission database with email submissions, loading selections onto *The Wardrobe* website on a weekly basis, and helping with publicity of posts. Managing Editors also have the opportunity to read for other Sundress projects, including *Best of the Net*, our open reading periods, or any of our contests. The position will require approximately two hours per week.

Required qualifications include:

- Submission Management
- WordPress Experience

Preferred qualifications include:

- Database Management and/or experience in Microsoft Excel
- Staff Management

Applicants are welcome to telecommute and therefore are not restricted to living in any particular location.

Sundress Publications is staffed entirely by passionate volunteers, so this position, as with all positions at the press, is unpaid.

To apply, please send a CV and a brief cover letter detailing your interest in the position to our Managing Editor, Erin Elizabeth Smith at [erin@sundresspublications.com](mailto:erin@sundresspublications.com). Applications are due by December 1st.

For more information, visit our website at [www.sundresspublications.com](http://www.sundresspublications.com).