



Role Description - Associate Editor

Associate Editors (sometimes called ‘first readers’ or ‘slushers’) are a vital part of the editorial process. They are responsible for sifting the submission deserts for the diamonds our teams help polish and present to the world.

This role description lays out the basic elements of being an Associate Editor at EA. However, each of our editorial teams have different ways of working, reading scheduling, and expectations. You should read this role description along with the more specific guidance for the podcast to which you are applying (called a “Guide”).

This is a part time contract position which offers a token payment.

It’s ideal for active fiction writers, fiction students, and anyone who wants to gain a unique, insider perspective on the genre fiction publishing process.

Role Details

- Position title: Associate Editor
- Location: Remote
- Hours: Part-time and flexible. Please see your Guide for details.
- Compensation: Token (under USD \$50 per month). Please see your Guide for details.
- Start Date: Immediate
- Contract Length: We ask our Associate Editors to commit to at least three months of reading. Please see your Guide for details.
- Potential for advancement, role expansion, or additional projects

Responsibilities

This role may include:

- Reading and providing comments to the requested level on stories submitted for publication
- Articulating feedback on stories to multiple audiences including peer associate editors, senior editors, and submitting authors
- Working to an expected reading and commenting volume
- Regular communication and meetings with senior editors

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- Respecting and protecting the confidential, unpublished status of the work we receive
- Maintaining a baseline working knowledge of our industry
- Abiding by the EA [Code of Conduct](#) and the [Terms of Use and Privacy Policy](#)
- Possible attendance of industry events (depending on location and interest)
- We encourage you to interact with our wider fan community via our forum, Discord server and social media channels

Requirements

We are looking for someone who:

- Is able to put into words why a story did or didn't resonate with them
- Can communicate their view on a story to different audiences (such as senior staff or submitting authors)
- Is conscious about the biases and experiences they bring to their reading, and can proactively speak to how those element shaped their view of a story
- Can reflect on and identify areas where their knowledge of our industry may need additional support or study, or is having an adverse impact on their role
- Maintains a working knowledge of contemporary genre fiction
- Is willing to learn, use and offer feedback to improve our review processes
- Can be regularly contactable, and attend trainings and meetings when provided with sufficient notice

Helpful skills and qualifications

- Fluent in English (read and write; speaking is also helpful)
- Relevant and demonstrable knowledge and experience working in a team (this need not be specifically in genre fiction)
- Familiarity with submissions platforms, especially Moksha
- Familiarity with social media platforms including Discord and Twitter

Person specification

An ideal candidate is:

- A strong and active communicator
- Collaborative
- Open to constructive feedback

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- Responsive to change
- Organised, self-disciplined and self-motivated
- Able to work well in an asynchronous environment and across time zones
- Able to work with minimal daily oversight (but never without support)
- Open to learning new skills and taking on new challenges
- Actively interested in genre fiction writing (especially audio fiction)
- Familiar with our existing work and online communities

About Us

Escape Artists Inc. is a US-based media company. We specialize in creating free-to-listen short fiction podcasts including the original science fiction podcast, Escape Pod. Our award-nominated content reaches millions of listeners each year.

Visit EscapeArtists.net for more information and our press kit.