

Friday Flash Fiction: Vacancies

Friday Flash Fiction is an online publication whose primary focus is the publication each Friday of stories of 100 words or just under. The website was founded in 2013 by its current Editor and currently publishes 40-50 short fiction items, plus the odd slightly longer stories and short poem.

We are looking to fill one, or both, of the vacancies below.

Editor, Friday Flash Fiction: Job Specification

- Receive submissions from contributors
- Check submissions for appropriate length, format, taste etc.
- Select/reject stories and poems
- Schedule stories for the upcoming Friday
- Organise competitions
- Approach potential judges for competitions
- Organise voting or other method of selecting winners
- Distribute prizes
- Receive and send emails to fridayflashfiction.com email addresses
- Manage Mailchimp mailing list, giving due regard to GDPR
- Send out newsletters
- Manage www.fridayflashfiction.com website
- Maintain and pay bills to webhoster (Weebly-Square)
- Maintain and pay bills to domain name provider (IONOS)
- Manage Friday Flash Fiction Facebook page
- Manage Twitter/X account @fridayflashfict
- Obtain and manage funding for Friday Flash Fiction
- Other functions as might arise in the general management of Friday Flash Fiction

Consulting Editor (Editor-in-Chief), Friday Flash Fiction: Job Specification

- Oversee the general process of editing and publishing Friday Flash Fiction
- Be available when asked for advice by the Editor, and to offer advice as required
- Be available to offer holiday relief in all of the above
- Be responsible for deciding what to do with FFF in the event that the Editor is long-term, or permanently, indisposed.

For ***each*** job, the ideal candidate:

- should be an active current participant in Friday Flash Fiction;
- should have an existing Author Profile as at 1st January 2025;
- be a Facebook Friend of Friday Flash Fiction as at 1st January 2025;
- be reasonably confident with information technology;
- have access to their own computer and the internet.

Applicants should also be aware that Friday Flash Fiction should always be a safe space for contributors. Writers sometimes share confidences with each other, and with editors, and respecting such safety and confidentiality is paramount. In general, the roles of editor and editor-in-chief require sympathetic handling of writers, many of whom are young or at the early stages of their careers.

In summary, the role of Editor is currently voluntary, but is an excellent development opportunity for any writer, editor or anyone else interested in publishing and the book business. You will make many friends, and develop contacts, that will assist other aspects of your own writing and editing career. Such opportunities with established online publications do not arise often in the publishing world.

Applicants, and interested parties should send their CV **in the body of an email** to:
opportunities@fridayflashfiction.com

Gordon Lawrie, Editor, January 2025