

Book Review Editor Job Description

Responsibilities:

- Be familiar with OPA Book Review guidelines and policies. See <http://oregonpoets.org/opa-book-reviews-guidelines-and-policies/>
- Maintain a list of books to review. OPA members who have new books to review will contact you via the OPA website to request a review. Notify the OPA webmaster and/or OPA president when a review is requested, and they will update the list posted on the website.
- Actively recruit reviewers for new books. Supply copies of the book (usually the author will be able to provide a manuscript on electronic format).
- OPA's book reviews have set a high standard of quality. We expect this standard to continue. As your time permits, work with reviewers to improve reviews you feel are not up to par; also, feel free to reject reviews if they are unsatisfactory.
- Deliver completed review, including a cover image, to the OPA webmaster for posting. (Author should be responsible for providing cover image.)

Time Commitment: Varies. Recruiting reviewers, and getting them to complete their reviews in a timely fashion, is the most difficult part of this job. A goal of one book review per month has been set in the past, but may not always be practical.