



KOMABA TIMES

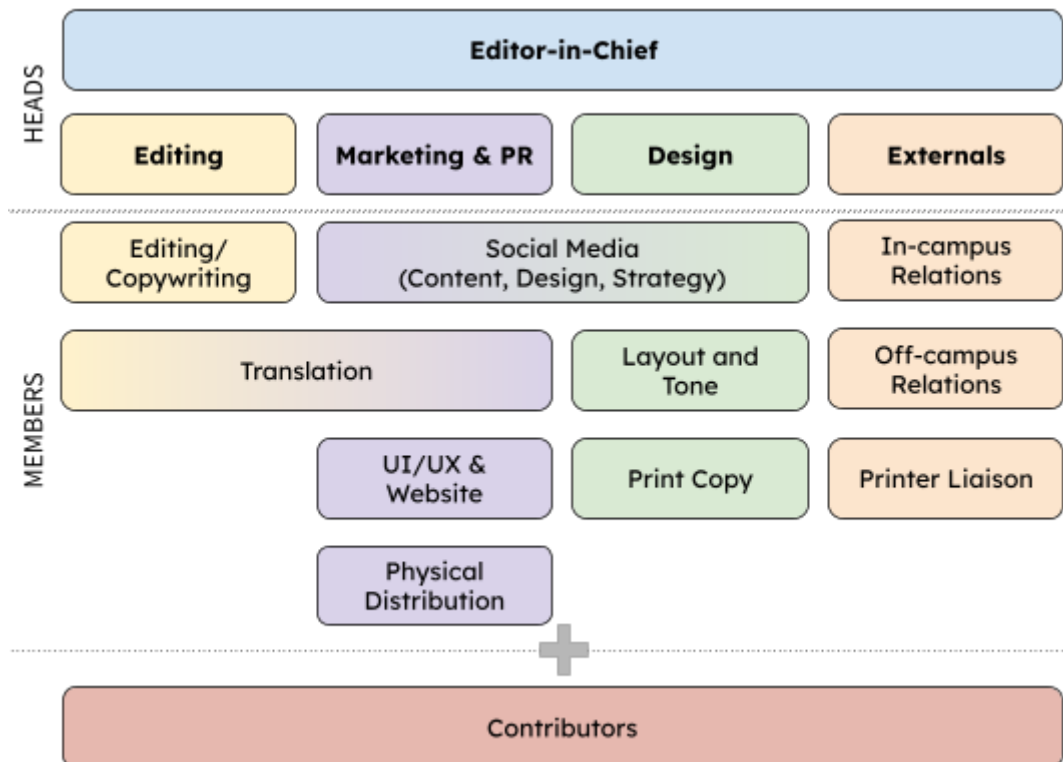
OVERVIEW OF “KOMABA TIMES” STUDENT-LED MAGAZINE

I. About

The Komaba Times is an English-language magazine at The University of Tokyo, Komaba Campus. Founded in 2011, it is now student-run from the fall semester of 2019. Our aim is to give students a space to freely express their voices, opinions and experiences to the UTokyo community and to the wider world. We hope that by giving students this space and freedom to share their perspectives, we can foster wider, deeper and more active participation within the student body towards the betterment of our community.

We publish regularly on our website and Instagram page, and publish in print annually every April in print. All UTokyo students (undergraduate students, exchange students, graduate/doctoral students, and research students) as well as staff members from all campuses, departments, faculties and levels are encouraged to contribute and take part in the publication.

II. Organizational Functions





KOMABA TIMES

The key roles are explained as follows:

- **Editor-in-Chief:** Coordinating and communicating with the Faculty Advisor, Heads, their Teams, and keeping everyone on-schedule with deadlines for submission, editing, design, marketing, print and distribution. The EIC keeps the team together, creates cross-team events or announcements such as general meetings, upcoming tasks in the month, and general team-building. The EIC also keeps track of KT's role as the University's international student-led magazine. Finally, the EIC is responsible for guiding the vision of Komaba Times including helping decide the topic, larger structural changes, and long term directions for the magazine. They are the liaison with the Faculty Advisor.
- **Head of Editing:** Working closely with the EIC, the Head of Editing ensures that the submissions are in their best format, tone, and quality. The Head of Editing will be in-charge of keeping all editors on track and in contact with the contributors throughout the editing process. They will also be a point of information for editors to contact in case of any inquiries about how to edit.
- **Head of Marketing & PR:** The Head of Marketing & PR works closely with the other Heads to ensure that KT is distributed and marketed to the best of the team's ability. They are in-charge of coordinating members of the Marketing Team and conversing with the other Team Heads about the strategy and progress of Marketing, such as social media engagement, website management, distribution channels and cross-campus promotion.
- **Head of Design:** The Head of Design is in charge of setting the aesthetic theme of each issue across online and offline formats of Komaba Times. They are also in-charge of communicating with our local printer (Asai-san) about fonts, page number, paper quality, copywriting, etc. towards the print publication. They will also coordinate all team members of Design to stay on track with deadlines, help designers match any requests from contributors about illustrations, and ensure that the print copy and social media are designed aptly according to the theme.
- **(NEW) Head of Externals:** The Head of Externals will be responsible for community engagement, ensuring that the work and best interest of all members and contributors are properly represented, cited, and communicated.

We are looking for:

- A. **Co-editors** who, in collaboration with the editor-in-chief, will be able to manage and edit the different sections of the magazine;
- B. **Print and digital copy designers** who can brainstorm, steer and produce beautiful graphics appropriate for the theme of the issue;
- C. **Webmasters/designers** who can help in keeping our website up-to-date and keeping track of analytics;
- D. **PR & marketing (and social media) managers** who can help spread the word about Komaba Times so that we can attract more contributors and readership (knowing both



KOMABA TIMES

Japanese and English would be a big plus, as we want to attract all kinds of students throughout UTokyo, whether it be degree-seeking students or exchange students)

- E. **Bilingual (English and Japanese) liaison officers** who can liaise with the community, the marketing team, and our Japanese typesetter for the print publication (and be able to communicate text editing matters with them).

Expectations + Requirements (also applicable to the Heads in-charge)

Co-editors

- Excellent command of the English language.
- No journalistic background is required (though that would definitely be welcome!)
- Ideally, we are looking for students who are interested in current events (whether it be politics, pop culture, science & tech, sports, or even cooking!), campus issues, creative writing, and arts + culture.
- Most importantly, we want students who possess a keenness to challenge others', and their own, perspectives, whilst remaining committed to transparency and honesty in journalism.
- You will be expected to fact-check students' submissions, check for plagiarism, critically assess how fellow students might improve their writing, and be able to give constructive feedback in a professional manner.
- You can also submit your own writing/art/photography/etc!

Print and digital copy designers:

- We expect you to have a good eye for design, color harmonies, etc.
- Familiarity with Adobe InDesign is preferable, but we can have a workshop to keep you up with the skills required to navigate the software(s) we will use.

Webmaster/Web designers

- Some experience in web design would be ideal. We expect you to have a good eye for design, color harmonies, etc.
- Familiarity with HTML + CSS are a must. (Javascript would be a plus, but not required!)

PR & marketing managers

- Expertise in maintaining social media accounts, especially for marketing purposes
- Fluency in Japanese would be ideal, as we want to attract as many students as possible

Liaison officer

- Ability to liaise with our typesetter in fluent Japanese is a must.
- An eye for detail, especially in spotting any small but potentially embarrassing formatting mistakes!

III. (Tentative) Timeline for Spring and Fall Issues

Date	Activity	Person-in-charge
Late October	Call for Managerial Team	Editor-in-Chief



KOMABA TIMES

	Call for Contributors	Faculty Advisor
November	Editing of submissions	Editor-in-Chief Head of Editing
December	Meeting with printer, Asai-san	Heads of Teams
January	Final drafts for Spring Issue in	Head of Editing
February	Design Social media updates (sneaks)	Head of Design
March	Printing + Online publication Social media updates (sneaks) Finalizing distribution channels	Head of Design Head of Marketing & PR
April	Spring Issue Distribution	Head of Marketing & PR
May	Update social media Call for Contributors	Head of Marketing & PR Editor-in-Chief
June	Call for submissions	Head of Editing
July	Team-building, Submissions, Editing	Heads of Teams
Early August	Finalizing drafts and pagination for Fall Issue, Blog posts, Social media	Head of Editing Head of Marketing & PR
September	Design Social media updates (sneaks)	Head of Design Head of Marketing & PR
Early October	Fall Issue Digital Publication	Head of Marketing & PR

IV. Budget

All our budget goes to the Wix website and the printing. For more info, refer to Faculty Advisor.

V. Contact Us

Email: thekomabatimes@gmail.com (Issue 12-13 Editor-in-Chief:
alyssacyap@g.ecc.u-tokyo.ac.jp)

Instagram: [instagram.com/komabatimes](https://www.instagram.com/komabatimes)

Website: www.komabatimes.com

Faculty Advisor: itatsu@g.ecc.u-tokyo.ac.jp (Contact only if main email does not respond)