

TARA S. JAYAKAR

EDITOR | BOOKMAKER | BAKER
Raptorediting.com

MFA in Poetry, Sarah Lawrence College
BA in English, Minor in Journalism, Boston University

QUALIFICATIONS

- ◆ Strong project management, scheduling, organizational skills
- ◆ Excellent, kind communication styles
- ◆ Experience leading, supporting teams through website overhauls, production schedules, daily deadlines, trainings, special projects
- ◆ Attentive to budgets, team workflows
- ◆ Detail-oriented
- ◆ Devotion to poetry, fostering the well-being of arts workers and poets through antiracist, holistic editorial practices and professional development
- ◆ Proficient with Microsoft Office suite, InDesign, Dropbox, Submittable, Photoshop, Drupal, WordPress, Google Drive, Basecamp, Slack, Soundcloud, Megaphone, Instagram, Twitter
- ◆ Proficient in Associated Press, Chicago, MLA styles

EDITORIAL EXPERIENCE

Founder, Publisher, and Editor: Raptor Editing & Press, Raptorediting.com, Brooklyn, NY

Art book publishing, book design studio, and editorial consultation | January 2015–Present

- ◆ Publish and edit books of poetry, fiction, and non-fiction
- ◆ Production and managing editorial work, including soliciting artists and authors; creating submission schedules and deadlines for all pieces; editing all accepted pieces for content and style; designing layouts; printing and binding the books by hand
- ◆ Organize book parties, talks, classes, and readings
- ◆ Promote and market events via email, Instagram and Twitter
- ◆ Distribute books online, on consignment, and at zine fests around the country
- ◆ Maintain budgets, production schedules, and marketing campaigns for multiple projects simultaneously

Freelance Copy Editor: 826 National, Brooklyn, NY (remote)

Youth writing organization | March 2021–Present

- ◆ Copy Editor for full-length collections of student (K-12) poetry, fiction, and personal essays, published by 826 National in partnership with various city-specific 826 locations

Freelance Manuscript Editor, Brooklyn, NY (remote)

Self-employed | April 2016–Present

- ◆ Edit science fiction novels, fantasy novels, and career guides for authors looking to prepare their manuscripts for agents and publishers
- ◆ Map out editorial and payment schedules
- ◆ Draft contracts
- ◆ Consult on navigating the publishing world as a new, unrepresented author

Senior Content Editor: Academy of American Poets, Poets.org, New York, NY | October 2018–November 2021

Managing and Production Editor: *American Poets Magazine*, serving over 9,500 dues-paying members

- ◆ Pitched, commissioned, conducted, and edited artist interviews, essays, reviews, and ephemera
- ◆ Trained team members and led initiatives for professional and creative growth
- ◆ Managed permissions for all content and programs
- ◆ Organized and implemented workflow within the Content Team and across departments
- ◆ Cross-pollinated content between editorial, publicity, development, and programs teams
- ◆ Developed relationships with freelancers, artists, organizations, presses, and independent contractors
- ◆ Evolved and led the Poem-a-Day Guest Editor program, liaising with guest editors and poets
- ◆ Assigned and led assets through all stages of print and digital production, including copy editing, fact checking, art research, and transcription
- ◆ Extensively researched contemporary poets and poetics, attending events virtually and in-person

- ◆ Conceptualized interactive elements of the *Etel Adnan: Light's New Measure* exhibit in partnership with the Guggenheim Museum.
- ◆ Successfully adapted *American Poets* content into widely accessible virtual events
- ◆ Researched, curated, and built ephemera for podcasts, poets.org, and various programs
- ◆ Conceptualized, produced, and managed special editorial projects, liaising with freelancers, presses, and independent contractors
- ◆ Ensured consistency of design and editorial voice across new and archival materials

Diana and Simon Raab Editorial Fellow: Poets & Writers, Inc., New York, NY

Nonprofit organization; producer of Poets & Writers Magazine and pw.org | September 2015–June 2016

- ◆ Sourced, researched, fact checked, and wrote content for *Poets & Writers Magazine*
- ◆ Developed current and future content by participating in editorial meetings and reading submissions
- ◆ Solicited material for, created, and edited 11 podcasts for pw.org

Publications Intern: 826CHI | The Boring Store, Chicago, IL

Local branch of 826 National, a youth writing organization | June 2013–June 2014

- ◆ Spearheaded the creation and production of 826CHI's *Compendium IV*, a book of 68 student stories, poems, and essays
- ◆ Managed a team of 89 826CHI interns and volunteers, DePaul graduate students, and copy editors
- ◆ Curated and laid out the *Compendium IV* book design; liaised with DePaul University, Big Shoulders Books, a printer, designer, and illustrator to produce physical copies of the book
- ◆ Represented and spoke on behalf of 826CHI at community events including Printers Row Lit Fest, Essay Fiesta, and onsite Curbside Splendor author readings

ADMINISTRATIVE, PROGRAMMATIC, & TEACHING EXPERIENCE

Interim College Prize Project Manager: Academy of American Poets, Poets.org | September–December 2016

Special Editorial Project Intern: Academy of American Poets, Poets.org | March–September 2015

- ◆ Produced the 2016 University & College Prize program, servicing over 200 annual poetry prizes at colleges and universities across the country
- ◆ Project Manager for the publication of two anthologies by Abrams Books in 2016, soliciting more than 200 public figures, noted authors, and distinguished celebrities for submissions
- ◆ Collected source material and bibliographic information for over 75 historical and contemporary poets
- ◆ Compiled indexing information and assisted with permissions

Pre-College Program Instructor: Barnard College, New York, NY | May–August 2018

- ◆ Taught “Living the Storied Literature of New York”, a 15-session generative writing lab and workshop for ten high school students from across the country, ages 15-17, during Barnard College's *Summer in the City* program, which has since been adapted into an independent workshop
- ◆ Assembled and executed a comprehensive syllabus involving lectures on craft, literature, map-making, chapbook-making, history, art history, and critical theory
- ◆ Led cross-genre writing workshops and excursions
- ◆ Coordinated guest lecturers by Akil Kumarasamy and Aracelis Girmay

Poetry Festival Co-Director: Sarah Lawrence College, Bronxville, NY | August 2017–May 2018

- ◆ Secured 12 poets to read, participate on panels, and give craft talks at the 15th annual Sarah Lawrence Poetry Festival, held over the weekend of April 20-22, 2018
- ◆ Managed reader contracts, hotel reservations, book orders, social media promotion, student reader contests, and stipend payment information
- ◆ Planned and ran three successful fundraisers to ensure visiting poets are well compensated
- ◆ Managed a team of ten MFA students and Undergraduate students
- ◆ Solicited poems from participating poets and assembled the layout for the free program of events

RECENT FOOD SERVICE EXPERIENCE

Pastry Chef, Co-founder: Early Dinner Dykes, Brooklyn, NY (Present)

- ◆ Conceptualize menu in collaboration with Devyn Mañibo
- ◆ Bake assorted pastries for up to 30 bakery boxes while maintaining DOH standards
- ◆ Collect preorders, manage customer service, and maintain finances
- ◆ Partner with community organizations such as Bed Stuy Strong and Manny's by Kiki & Romeo
- ◆ Coordinate marketing on Instagram and Tik Tok

Baker, Assistant Manager, Bartender: Rita & Maria Café & Bar, Brooklyn, NY (Present)

- ◆ Handle all guest-facing communications, including taking and filling orders, serving tables, bartending, making espresso and coffee drinks, washing dishes, and maintaining a clean and welcoming space
- ◆ Maintain and build a wide knowledge of wines, seasonal produce, ferments, beer, and coffee
- ◆ Assist head baker and owner in the kitchen both collaboratively and solo
- ◆ Train new employees

Sous Chef: Good Luck Dinner Series, Philadelphia, PA (2022)

- ◆ Assist Chef Devyn Mañibo with all food preparation, transportation, and service over a two-night special dinner series as part of the Philadelphia Fringe Festival
- ◆ Prepare *mise en place*, including heirloom pumpkins, garlic, hickory nuts, and other produce
- ◆ Transport all catering equipment and food between kitchen and event space
- ◆ Assist in the complete setup, breakdown, and cleaning of the performance space

Head Pastry Chef: Spleef Kitchen, Queens (Corona), NY (2017–2018)

- ◆ Baked a rotating menu of infused brownies, cookies, cakes, and candy
- ◆ Set up and broke down the full kitchen, maintaining DOH standards
- ◆ Managed inventory and scheduling

Additional Employment: West~Bourne (SoHo, NY); Starr Bar (Brooklyn, NY); Swifto Dog Walking (New York, NY); Logan Hardware Records (Chicago, IL); Logan Arcade Bar (Chicago, IL); Bang Bang Pie Shop (Chicago, IL)

SELECTED PUBLICATIONS & RESIDENCIES

Publisher & Editor, Raptor Editing & Press:

- ◆ [Already Felt: Poems in Revolt and Bounty](#), poetry anthology (2021)
- ◆ [Woman as Threat](#), by Niyati Patel (2018)
- ◆ [The Great Good News of Your Own Voice](#), poetry anthology (2018)
- ◆ [Hurricane Butterfly](#), by Cody Ross Romero and Kevin Salvaggio (2017)

Freelance Editor:

- ◆ *Ile'u Elasha (The Living God)*, by Chris Fleck (in-progress)
- ◆ [From Graduation to Career Ready in 21 Days: A Guide for English Majors](#), by Alyssa W. Christensen, dearenglishmajor.com (2015)

Tin House Summer Writers Workshop, 2019

Constance Staltonstall Foundation for the Arts Residency, 2017