

**RACHEL A.G. GILMAN**

TEL: (+1) 845 399 2446 | [rachel.gilman@kellogg.ox.ac.uk](mailto:rachel.gilman@kellogg.ox.ac.uk) | [rachelaggilman.com](http://rachelaggilman.com)

**PERSONAL SUMMARY**

Accomplished writer, journalist, and radio producer. Previous leadership and teamwork experience in book publishing and editorial work. Passionate about finding new, underrepresented voices in the arts.

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**EMPLOYMENT HISTORY**

**LUTYENS & RUBINSTEIN LITERARY AGENCY | LONDON, ENGLAND**

Office Intern | January 2020

Complete general office management tasks such as filing, scanning, and ordering books and office supplies. Update review sheets for authors, the agency website, and social media feeds. Deal with incoming and out-going post. Ad-hoc tasks for the bookshop (setting up for book groups, franking parcels, etc.)

**GROVE ATLANTIC, INC. | NEW YORK, NY**

Publicity Intern | September 2019 – December 2019

Organize and complete press mailings. Research outlets for possible coverage. File press clippings and other aspects of general departmental organization. Draft copy for press materials. Assist in pitching titles to select media.

**RADISH FICTION | NEW YORK, NY**

Freelance Editor | August 2019 – Present

Edit 30,000 words per week of romantic/erotic fiction for online serialized, subscription-based story platform.

**COLUMBIA JOURNAL | NEW YORK, NY**

Editor-in-Chief | June 2019 – Present

Oversee creative and administrative sides of *The Columbia Journal*. Work closely with editorial board and genre editors. Uphold *Journal's* aesthetic standard and professional reputation while developing vision and direction for Vol. 58.

Distribution Coordinator | October 2018 – May 2019

Worked closely with the Operations Manager to maintain and increase distribution of *The Columbia Journal* in bookstores. Reached out to bookstores in New York City. Developed new ideas to promote and sell the journal.

**THE RATIONAL CREATURE | NEW YORK, NY**

Creator/Editor-in-Chief | December 2016 – Present

Established a team of content creators and editors to oversee production of magazine. Build/maintain website and run social media platforms to promote brand. Organize launch and other events. Write weekly column featuring interviews with women/non-binary writers.

**W. W. NORTON & COMPANY | NEW YORK, NY**

Trade Editorial Intern | January 2019 – April 2019

Read manuscripts and proposals. Wrote reader's reports. Assisted with permissions for forthcoming books. Handled galley mailings. Drafted catalog and jacket copy. Performed basic office tasks like filing and copying.

**COLUMBIA UNIVERSITY | NEW YORK, NY**

CCC Instructor | October 2018 – December 2018

Taught and developed 5-week course to undergraduate, graduate and alumni of Columbia University and Barnard College, "NSFW: Writing Effective Sex Scenes". Part of the Columbia Artist/Teachers program.

**LIZA DAWSON ASSOCIATES LITERARY AGENCY | NEW YORK, NY**

Intern | September 2018 – December 2018

Read manuscript submissions and wrote reader reports for agents. Managed social media accounts and marketing (Tumblr, Twitter, Instagram).

**POPDUST | NEW YORK, NY**

Freelance Writer/Columnist | May 2017 – October 2018

Wrote weekly columns giving film reviews and profiling female musicians. Worked in CMS. Met deadlines. Covered: Cannes, Sundance, NYFF. Interviewed 100+ musicians.

**THE OPAL CLUB | REMOTE**

Writing Intern | July 2018 – August 2018

Wrote pieces exploring issues of gender for online blog. Utilized editing skills through Google Docs and SEO platforms.

**WNYU-FM RADIO | NEW YORK, NY**

General Manager | December 2016 – May 2018

Oversaw a staff of 150+ and all station operations. Managed a budget of \$180K. Coordinated meetings and recruitment events. Promoted alternative, educational programming to audience in the tri-state on FM signal, worldwide online.

Executive Producer, "The Write Stuff" | October 2015 – May 2018

Produced 30-min weekly, award-winning FM/online podcast, conducting interviews with writers and edited audio. Guests included: Joyce Carol Oates, Teju Cole, Amy Hempel.

Executive Producer, "The Rundown" | September 2015 – August 2017

Produced 30-min weekly and award-nominated news FM/online podcast, conducting interviews and editing audio. Coverage included: Cannes Film Festival, the 2016 Election Cycle, the 2017 Presidential Inauguration.

News Director | June 2016 – December 2016

Led a team of 50 people in producing 12 weekly podcasts. Designed and maintained department social media platforms. Worked to train new individuals on how to use equipment and air-checked individuals to adhere to FCC guidelines.

**Associate News Director | June 2015 – June 2016**

Oversaw a podcast production team of 25 people. Trained new team members. Worked as a member of the management team to help make decisions. Assisted News Director in social media marketing and website design.

**News Editor | January 2015 – May 2015**

Assisted in producing 30-min weekly current events podcast. Conducted interviews and edited content. Helped Associate News Director in curating a podcast.

**News Contributor | September 2014 – December 2014**

Took pitches from production staff. Conducted interviews and edited content for “Earshot”, a weekly radio talk program.

**WASHINGTON SQUARE NEWS | NEW YORK, NY****Staff Columnist | September 2014 – May 2018**

Wrote “Hump Day Update” column satirizing pop culture for blog, “The Highlighter”. Utilized CMS platforms.

**Staff Writer | September 2014 – May 2015**

Wrote weekly music reviews. Conducted interviews for online and print platforms.

**TV GUIDE MAGAZINE | NEW YORK, NY****Editorial Intern | September 2017 – December 2017**

Researched and wrote articles for TVInsider.com and feature contribution for TV Guide Magazine. Developed relationships with press agencies for television networks. Assisted in regular production tasks of publication. Used Adobe In-Design Software. Used CMS platforms. Helped with social media. Fact-checked.

**ODYSSEY | NEW YORK, NY****Lead Producer, “Odyssey On Air” | March 2016 – July 2016**

Assisted in the production of the podcast, “Odyssey On Air”. Set-up iTunes streaming capacity. Worked with hosts remotely and strategized with marketing team.

**Contributor | July 2015 – December 2016**

Wrote weekly articles for NYU’s chapter focusing on lifestyle topics for college students. Coordinated in weekly team meetings regarding content. Utilized CMS platform and SEO practices.

**EDUCATION****UNIVERSITY OF OXFORD, KELLOGG COLLEGE | OXFORD, ENGLAND, UK****Master of Studies, Creative Writing | Exp. February 2021**

Studying fiction, poetry, nonfiction, screenwriting, and drama (stage and radio). Completed a television sitcom pilot advised by Jon Evans. Drafting a novel advised by Lucy Atkins.

**COLUMBIA UNIVERSITY, SCHOOL OF THE ARTS | NEW YORK, NY**

Master of Fine Arts, Creative Nonfiction | Exp. May 2020

Studying personal essay, memoir, and profile writing. Working on completing a 300-page memoir. Thesis advised by Michael Greenberg. Instructed by: Phillip Lopate, Brigid Hughes (*A Public Space*), Kristen Radtke (*The Believer*).

**NEW YORK UNIVERSITY, GALLATIN SCHOOL OF INDIVIDUALIZED STUDY | NEW YORK, NY**

Bachelor of Arts, Individualized Study | May 2018, Summa Cum Laude

Colloquium Title: "The Evolution of Female Sexual Narratives"

Studied creative writing, gender studies, and film. Completed a senior project consisting of a 300-page memoir manuscript, which received honors and was advised by Craig Morgan Teicher. Instructed by: Emily Barton, Darin Strauss, Meghan O'Rourke.

**BARD COLLEGE | ANNANDALE-ON-HUDSON, NY**

Bridge Student | September 2013 – May 2014

Enrolled in creative writing and literature classes in a select program for gifted area high school students. Instructed by Teju Cole and Benjamin Hale.

**SKILLS/QUALIFICATIONS**

- Group Management
- Event Organization
- Transcription (86 word/minute)
- CMS Platforms
- SEO Usage
- Social Media (Facebook, Twitter, Instagram, Tumblr)
- Fact-checking
- Garage Band
- Microsoft Office
- Google Suite
- Adobe InDesign
- Adobe Suite Software
- WordPress
- Wix

**LITERARY AND PRINT JOURNALISM PUBLICATIONS****RAPPANHANNOCK REVIEW**

Issue 6.2 | Audio Essay, "After the Beep"

**THE RATIONAL CREATURE**

Volume 5 | Essay, "Offside"

Volume 4 | Profile, "Girls Raising Girls: On Teenage Motherhood"

Volume 3 | Essay, "Immeasurable Greatness"

Volume 2 | Essay, "Pockets and Permanent Partnership"

Volume 1 | Essay, "Heels Over Head"

**SWAMP WRITING**

Issue #23 | Memoir, "Gleaming on the Surface"

**THE SELKIE**

February 2019 | Essay, "Immeasurable Greatness"

**THE PURPLE BREAKFAST REVIEW (WORDSMITH\_HQ)**

Issue 7 | Fiction, "Testing"

**HAPHAZARD REVIEW**

January 2019 | Memoir, "A Show For Readers and Writers"

**THE LONDON READER**

Winter 2018 | Short Story, "The Potting Table"

**MOONSTONE MAGAZINE**

December 2018 | Audio Story, "I Just Called to Say"

**BREATHE FREE PRESS**

Volume 3 | Essay, "Rainy Days and Mondays and Everything Else"

**DUENDE LITERARY**

February 2018 | Nonfiction, "Alternative, Underrepresented and Educational"

**NOT YOUR GIRL**

January 2018, Long Reads | Short Story, "The Potting Table"

**TV GUIDE MAGAZINE**

December 25, 2017 | "Stuff We Love," Contributor

**GREY WOLFE PUBLISHING, LLC**

2017 Passion Pages | Short Story, "This Isn't A Dream"

**BRIO**

Fall 2017 | Short Story, "Imagine"

**VERDAD MAGAZINE**

Volume 23 | Nonfiction, "Rainy Days and Mondays and Everything Else"

**ALIBI**

Inaugural Issue | Nonfiction, "Rainy Days and Mondays and Everything Else"

**ADELAIDE LITERARY MAGAZINE**

Number 8, Volume 1 | Nonfiction, "How To Make Love and Break Kidneys"

**THE GALLATIN REVIEW**

Volume 31 | Short Story, "J"

**WEST FOURTH STREET REVIEW**

2016 | Short Story, "Clumsy Words"

**MINETTA REVIEW**

Fall 2015 | Short Story, "Inside"

**EMBODIED**

Volume 5 | Nonfiction, "Writers on Writing"

**AWARDS/RECOGNITIONS****ADELAIDE LITERARY AWARDS**

October 2018 | Short Story Finalist; Best Essay Finalist

**SUNDRESS PUBLICATIONS BEST OF THE NET**

August 2018 | Nomination; "Alternative, Underrepresented, and Educational"

**DEAN'S AWARD FOR GRADUATING SENIORS**

June 2018 | Presented to graduating NYU Gallatin seniors to complete projects post-undergraduate education; used to fund the expansion of *The Rational Creature*.

**ALUMNI AWARD, NYU GALLATIN CLASS OF 2018**

May 2018 | Given by the NYU Alumnae Club to a student for outstanding scholarship and exemplary participation in extracurricular activities.

**NYU GALLATIN SENIOR PROJECT HONORS**

May 2018 | Completed full manuscript for memoir. Advised by Craig Morgan Teicher.

**SENIOR SYMPOSIUM SPEAKER**

April 2018 | "Rational Creatures"; Presented a Ted-style Talk on the evolution of female sexual narratives in light of the #MeToo movement.

**ADELAIDE VOICES LITERARY CONTEST**

Spring 2018 | Short Story Finalist, "The Potting Table"

**DEAN'S LIST, NYU GALLATIN**

2018-2019 Academic Year | 3.5 G.P.A. or higher

2017-2018 Academic Year | 3.5 G.P.A. or higher

**INTERCOLLEGIATE BROADCASTING SYSTEM AWARDS**

2017-2018 | Finalist for Best Show Promo, "The Write Stuff"

2016-2017 | Best Radio Talk Show, "The Write Stuff"; Best Radio News Director; Finalist for Best Show Promo, "The Rundown"; Finalist for Best Political News Coverage, "Bernie Sanders Rally"

**TULIP TREE PUBLISHING STORIES THAT NEED TO BE TOLD CONTEST**

2017 | Shortlist, "People Who Live on an Island"

**PINNACLE MEDIA AWARD**

2017 | Best Radio Talk Program, "The Write Stuff"

**DEAN'S AWARD FOR SUMMER RESEARCH**

2017 | Sponsored the production of audio documentary, "Island Life", profiling the Block Island, Rhode Island female business community; presented at a conference at NYU Gallatin.

**GALLATIN STUDENT RESOURCE FUND**

2016 | Sponsored the establishment of *The Rational Creature* feminist arts journal

**GALLATIN REVIEW**

Volume 31, 2016 | Honorable Mention, Prose, "J"

**DEAN'S LIST, NYU LIBERAL STUDIES**

2016-2017 Academic Year | 3.5 G.P.A. or higher

2015-2016 Academic Year | 3.5 G.P.A. or higher

**REFERENCES****GROVE ATLANTIC, INC.**

- John Mark Boling, Senior Publicity Manager | [jmboling@groveatlantic.com](mailto:jmboling@groveatlantic.com)

**RADISH FICTION**

- Meg Kohlmann, Writer Success Associate | [meg@radishfiction.com](mailto:meg@radishfiction.com)

**COLUMBIA JOURNAL**

- Binnie Kirshenbaum, Professor of Professional Practice | [binniexyz@gmail.com](mailto:binniexyz@gmail.com)

**W.W. NORTON & COMPANY**

- Melanie Tortoroli, Senior Editor | [mtortoroli@wwnorton.com](mailto:mtortoroli@wwnorton.com)

**LIZA DAWSON ASSOCIATES LITERARY AGENCY**

- Liza Dawson, Manager | [liza@lizadawson.com](mailto:liza@lizadawson.com)
- Kayla Lightner, Assistant to Liza Dawson | [klightner@lizadawson.com](mailto:klightner@lizadawson.com)

**COLUMBIA UNIVERSITY**

- Michael Greenberg, Adjunct Associate Professor | [michaelgreenbergnyc@gmail.com](mailto:michaelgreenbergnyc@gmail.com)
- Phillip Lopate, Professor of Professional Practice | [plopate@aol.com](mailto:plopate@aol.com)

**POPDUST**

- Dan Victor, Former Chief Editor | [dan@popdust.com](mailto:dan@popdust.com)

**THE RATIONAL CREATURE**

- June Foley, Writing Program Senior Director NYU Gallatin | [jaf3@nyu.edu](mailto:jaf3@nyu.edu)

**WNYU-FM**

- Nanci Healy, NYU Assistant Director for Student Life | [nanci.healy@nyu.edu](mailto:nanci.healy@nyu.edu)

**TV GUIDE MAGAZINE**

- Emily Aslanian, Associate Editor | [Emily.Aslanian@tvgm.com](mailto:Emily.Aslanian@tvgm.com)

**NEW YORK UNIVERSITY**

- Meredith Theeman, Class Advisor & Associate Faculty at NYU Gallatin | [meredith.theeman@nyu.edu](mailto:meredith.theeman@nyu.edu)
- Craig Morgan Teicher, Faculty at NYU College of Arts & Sciences Undergraduate Creative Writing Program | [cteicher@gmail.com](mailto:cteicher@gmail.com)

**BARD COLLEGE**

- Teju Cole, Former Distinguished Writer in Residence | [teju@tejucole.com](mailto:teju@tejucole.com)