



VOICEWORKS EDITOR

Position description, selection criteria and how to apply

1. ABOUT EXPRESS MEDIA

Express Media provides support and development opportunities for young people in writing and media. Express Media's values are Artistic Diversity, Opportunity for Development, Professional Excellence and Accessibility through Engagement.

Express Media presents an annual program of:

- Publications, including *Voiceworks*, *The Under Age*, *The Signal Express* and *Buzzcuts*
- Awards, including the John Marsden Prize for Young Australian Writers
- Training and development opportunities, including the NEWS National Editors Workshop and Skillshare and workshops and panel sessions in diverse writing and media forms
- Resources, including the National Young Writers' Group, workshops and information for young writers

Voiceworks is a national, quarterly magazine that features exciting new writing by Australian young writers. It is a unique opportunity for young writers and artists (under 25) to publish their poetry, short stories, articles and comics, illustrations, drawings and photos, as well as receiving feedback on their submission. It is produced entirely by young people and is available at stockists all over Australia.

2. POSITION DESCRIPTION

- Oversee the artistic direction and production of four issues of *Voiceworks* per year. This includes producing the magazine within budget, briefing the designer and liaising with the printer, and undertaking editing tasks
- Implement a yearly plan for *Voiceworks*, including a quarterly production cycle and issue themes
- Solicit new writing and artwork, and actively seek new sources of submissions
- Assess publication risks, reporting them to the CEO for solicitation of legal advice as required
- Adhere to, and contribute to the ongoing development of, Express Media's editorial policies
- Co-ordinate an Editorial Committee of up to 20 volunteers aged under 25 to undertake production tasks relating to *Voiceworks*, including selecting content, editing and providing creative support
- Manage other *Voiceworks* interns, proofreaders and volunteers as required
- Provide input into *Voiceworks* marketing and publicity, including overseeing *Voiceworks* online content
- Manage *Voiceworks* funding proposals and acquittals, to be signed off by CEO
- Work with the CEO and Creative Producer to develop and deliver four *Voiceworks* launch events per year
- Other tasks and duties as directed by the CEO

3. CONDITIONS

- The position is 0.8 EFT at \$45,855 pro rata (\$36,684 per year) plus 9% superannuation
- The *Voiceworks* Editor is paid for four working days per week (days of the week and regular hours of work to be negotiated with the CEO) and understands that the requirements of the position will involve some work outside these hours
- The *Voiceworks* Editor reports to the CEO
- The *Voiceworks* Editor role is a two year contract position, subject to funding conditions
- The position is located at the Express Media office, third floor, The Wheeler Centre, 176 Little Lonsdale St Melbourne
- The *Voiceworks* Editor is covered by appropriate workers compensation insurance while working at Express Media, and is provided with a workstation and a friendly working environment

4. SELECTION CRITERIA

- A sound understanding of Express Media as an organisation and a commitment to Express Media's stated values
- A strong vision for *Voiceworks* and an understanding of the magazine's place in Australia's literary and media landscape
- A passion for language, an eye for detail and excellent editing skills
- Experience in managing, leading and inspiring teams of people (volunteers or staff)
- Excellent communications skills, both oral and written, and solid writing experience
- Excellent time management skills, including the ability to set and work to deadlines and coordinate multiple tasks
- Experience in magazine workflow or equivalent project management skills
- Experience developing and working to budgets, funding proposals and acquittals
- The ability to respond to direction, and work both independently and as part of a team in a non-profit organisation

5. HOW TO APPLY

Your application **must include**: 1) Your covering letter; 2) Your statement addressing each of the selection criteria; and 3) Your current CV including three referees. Your application must be saved as one file (word or PDF) with your surname as file name. For further information please call Express Media on (03) 9094 7890 and speak to Joe Toohey, CEO.

Apply by email: generalmanager@expressmedia.org.au (use subject line APPLICATION: VW EDITOR)

Applications close **Monday February 6, 2012 at 6pm**. Interviews for the position will take place in the week commencing 20 February 2012.*

* Please note the Express Media office will be closed from Wed December 21 2011 to Sunday January 8 2012.