



## POSITION DESCRIPTION: VOICEWORKS DESIGNER

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### About Express Media

Express Media is a national, not-for-profit association that provides access, encourages inclusion and supports participation in writing and editing by developing, publishing, promoting and recognising young Australian writers and editors. For over 30 years, Express Media has been doing this work through workshops that develop skills, through opportunities for constructive feedback and publication, and through awards and programs that recognise excellence.

Our values are:

- Equality of opportunity and access
- Artistic development, innovation and recognition of excellence
- Collaboration and partnership
- Community contribution
- Economic, social and environmental sustainability

Managed by a board and a small group of dedicated staff, the organisation is assisted by the efforts of a team of dedicated volunteers. We also rely on the support of our members, subscribers, partners and donors.

### About *Voiceworks*

*Voiceworks* is Express Media's flagship publication: a national journal that features exciting new work by young Australians. It is a unique opportunity for writers and artists aged under 25 to publish their poetry, short stories, articles, comics and visual art, as well as receive feedback on their submission. It is produced entirely by young people. In late 2018 we launched *Voiceworks* Online, a website that publishes experimental digital works by young Australians.

### About the role

We are seeking a contract designer to bring a fresh perspective to the printed *Voiceworks* journal. The designer will be responsible for the design and layout of each issue of *Voiceworks*.

### DUTIES

- In collaboration with the *Voiceworks* Editor, design and layout at least two, and up to four, issues of the journal per year, in both print and digital formats
- Liaise with and supply print-ready documents to printers, and assist the *Voiceworks* Editor and CEO to review and approve proofs
- Supply final PDF and InDesign files of the journal to the Editor for digital distribution
- Design promotional images to be created for the *Voiceworks* website and social media as required

- With an understanding of the *Voiceworks* style, maintain and enhance the recognisably *Voiceworks* and Express Media elements of the magazine, keeping audience development objectives in mind
- NB while this role does not necessarily include cover illustration, if illustration is an interest and skill of the successful candidate there is the possibility of also delivering these with additional fees associated, on negotiation with the Editor and CEO

## KEY SELECTION CRITERIA

**NOTE:** Candidates are not necessarily expected to fulfil every selection criteria below and enthusiastic candidates with a strong work ethic who are eager to learn are strongly encouraged to apply

- An understanding of the values and aims of Express Media and Voiceworks and a demonstrated interest in the literary sector including youth media
- Outstanding publishing and design software skills with an eye for detail – in particular using InDesign, Illustrator and Photoshop
- Demonstrable experience in successfully meeting publication or similar deadlines
- Desirable: knowledge of the prepress processes required for magazine production

## Conditions

- The Voiceworks Designer is paid a contract fee of \$1,900 per issue of Voiceworks.
- The Voiceworks 2022 publication schedule means the successful candidate will deliver 2 issues in 2022. The peak months for the designer in 2022 are expected to be August and November. The publication schedule for 2023 will include three issues and be confirmed late in 2022.
- The Designer role is a two-year contract position (at least 6, up to 8 issues), subject to funding conditions.
- The Voiceworks Designer is required to work independently - that is, the position is not necessarily located onsite, and the Designer must rely on their own computer and software. Access to a limited font and image library is available. Should the Designer want to work onsite with their own equipment, a desk at the Express Media office can be made available, subject to current restrictions related to COVID-19.
- The Voiceworks Designer is not responsible for the content of the publication, and although based independently, works with the support of the Editor, the Editorial Committee and the Voiceworks publisher, Express Media. Express Media takes ultimate legal and commercial responsibility for the content of Voiceworks.

## How to apply

While you don't need to be under 25 to apply for this role, we strongly encourage young people, design students and recent graduates to apply.

Your application must include:

- A cover letter
- A current CV including the contact details of two referees
- A statement addressing each of the selection criteria (one page total)
- A portfolio of work demonstrating skills in graphic design and layout or links to your website

Your application must be saved as one file (word or PDF) with your name as the file name.

Apply by email to [generalmanager@expressmedia.org.au](mailto:generalmanager@expressmedia.org.au) using the subject line APPLICATION: VOICEWORKS DESIGNER. Applications that do not follow the above process will not be considered.

Applications close 18<sup>th</sup> of May 11:59PM AEST. Interviews for the position will take place in the week of 23<sup>rd</sup> of May 2022.

For further information, contact Jesse Oliver, General Manager / CEO at [generalmanager@expressmedia.org.au](mailto:generalmanager@expressmedia.org.au).

Express Media provides a safe and inclusive space for all of its staff and stakeholders. Aboriginal and Torres Strait Islander people, people with disability, LGBTIQ+ people and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.