

ABR ASSISTANT EDITOR

Job Description

Australian Book Review (ABR) is seeking an energetic and committed Assistant Editor

The Assistant Editor position is a two-year role (0.8 FTE or Full-time) with the option of renewal. The total package is worth \$55K - \$60K per annum (plus superannuation).

The Assistant Editor will join the magazine at a dynamic time in its long history and will be part of a small, hard-working team committed to publishing high-quality literary journalism and creative writing. Digital publishing will be a priority for the Assistant Editor.

The Assistant Editor will report to the Editor, Peter Rose, and will work in the *ABR* office in Southbank, Melbourne. Key responsibilities will be digital publishing, the *ABR* Podcast, social media, and editing and proofreading. There is much scope for making a diverse creative and literary contribution to the magazine.

Applicants must have proficiency in digital technology. Experience in the publishing/magazine sector will be a distinct advantage. Applicants must demonstrate familiarity with *ABR* (its content, style, and ethos). We also look for candidates with a broad general knowledge of literature and the arts.

Applicants must have an unrestricted right to work in Australia.

The successful candidate must have completed a university degree or diploma in at least one of these disciplines: Arts, Journalism, Publishing & Editing, Media & Communication

Interviewees should ideally demonstrate experience in these areas

- The Adobe Creative Suite (InDesign, Photoshop)
- Microsoft Office (Word, Excel, Outlook)
- CMS software (Joomla, Wordpress)
- Social media management | (Facebook, Twitter, Instagram)

While not a prerequisite, experience in these areas will be preferred:

- Data metrics (Google Analytics)
- Audio editing (Adobe Audition)
- EDM software (ACYMailing, MailChimp)
- Social media advertising (Facebook Ads Manager, Twitter Ads)

Responsibilities will include:

- Uploading content to the *ABR* website
- Assisting with social media
- Managing the *ABR* Podcast
- Assisting with *ABR* Arts
- Editing and proofreading
- Helping to attract paid advertisements
- Some administrative duties

Application Procedure

Applications should include a cover letter and a CV.

Applications should be addressed to Peter Rose and be sent by email to editor@australianbookreview.com.au with the subject line '*ABR* Assistant Editor Application'. Application documents (CV, cover letter, writing sample, etc.) should be attached to the email as PDFs and the applicant's name should be included in the file names.

Applications close at 5pm on Friday, 5 August.

WWW.AUSTRALIANBOOKREVIEW.COM.AU