

ABR EDITORIAL CADETSHIP

Job Description

Australian Book Review (ABR) is seeking an energetic and committed Editorial Cadet.

The Cadetship (supported by the Judith Neilson Institute for Journalism and Ideas) is a full-time twelve-month position, starting in April 2021. The total package is worth **\$45k to \$50K per annum (plus superannuation)**.

ABR's primary aims are to foster high critical standards, to provide an outlet for fine new writing, and to contribute to the preservation of literary values and a full appreciation of Australia's cultural heritage.

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

Applicants must have proficiency in digital technology. Some experience in the publishing/magazine sector will be an 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, Creative Writing, Publishing & Editing.

Responsibilities will include:

- editing and proofreading
- liaising with external publicists
- helping to attract paid advertisements
- uploading content to the *ABR* website
- assisting the editors to prepare various print materials
- assisting with social media
- working on the *ABR* Podcast
- some administrative duties

Interviewees should demonstrate experience in these areas

- copyediting and proofreading
- website maintenance (Joomla CMS preferred)
- Adobe Creative Suite (InDesign, Photoshop)

Application Procedure

Applications should include a cover letter, a CV, and a relevant writing sample. These should not exceed six pages in total.

Applications should be addressed to Peter Rose and be sent by email to editor@australianbookreview.com.au with the subject line 'ABR Editorial Cadetship 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 Monday, March 22.



WWW.AUSTRALIANBOOKREVIEW.COM.AU