

WWW.AUSTRALIANBOOKREVIEW.COM.AU

ABR EDITORIAL INTERNSHIP

POSITION DESCRIPTION

Australian Book Review (ABR) is seeking an energetic and committed Editorial Intern. This is a part-time (0.6 or 0.8) position over twelve months. The total package is worth \$43 to 48K pro rata (plus superannuation).

ABR is based in Southbank, Melbourne. Its 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 Intern (starting work in the second half of June 2018) will report to the Editor, Peter Rose. Key responsibilities will be editing and proofreading; advertising; and preparing *ABR Arts*. There is much scope for a diverse contribution to the magazine.

Applicants must have a high degree of proficiency in digital technology and some experience in website management. A confident grasp of the arts in Australia is essential. Applicants must be very familiar with the magazine and its programs.

The Internship is open to Australian citizens and those with permanent resident status. The successful candidate must have a university degree or diploma (Publishing & Editing) or equivalent editorial experience.

He/she will be required to demonstrate proficiency in these areas:

- copy editing and proofreading
- website maintenance (Joomla CMS preferred)
 - InDesign
- Photoshop (basic skill is acceptable)

Responsibilities will include:

- editing material and proofreading
- liaising with publicists for arts organisations
- helping to attract paid advertisements and new subscribers
- maintaining and uploading content to *ABR Arts* (Joomla CMS enabled)
- assisting the Deputy Editor to prepare various print materials (InDesign/Photoshop)
 - social media (Facebook, Twitter)
 - contributing to *ABR* events
 - some administrative duties

APPLICATION PROCEDURE

Applications should not exceed five pages, including a CV.
Applications must be sent by email to jobs@australianbookreview.com.au

IMPORTANT DATES

Applications close on **5 pm Monday, 30 April 2018**
Interviews will take place in mid May