

HEAD OF OPERATIONS

OVERLAND JOURNAL

We are seeking applications to fill the Head of Operations position in our Melbourne office on a part-time basis for a fixed term of 12 months.

ABOUT OVERLAND JOURNAL

Overland is a literary journal, and community of artists, writers and readers. We are committed to diverse and working-class writers and their ideas, and to nurturing literary talent through publication, organisation and mentoring. We challenge political and literary imaginations by maintaining equal standards of critical rigour and ethical practice. *Overland* has been published since 1954.

ABOUT THE ROLE

The Head of Operations will lead the non-editorial staff and work with the editorial team in order to help deliver on *Overland*'s strategic plan for 2022-2026.

This role reports to the *Overland* Journal Board.

KEY RESPONSIBILITIES

- Develop, implement and track the operational plan to meet *Overland*'s strategic plan
- Report into the Board on progress towards meeting the strategic plan
- Manage projects necessary to meeting the strategic plan (such as a new website)
- Liaise with key *Overland* partners and project partners
- Run regular staff meetings
- Set up and manage the team's work management platform
- Assist with maintaining an inclusive environment for *Overland*'s volunteer community
- Work with the Board to develop organisational policies and manuals
- Work with the *Overland* team on an as needs basis to meet *Overland*'s key objectives

KEY SELECTION CRITERIA

The Head of Operations demonstrates:

- A passion and drive to fulfil *Overland*'s mission to showcase brilliant and progressive fiction, poetry, nonfiction, and art.
- Experience in project management
- Experience in strategy development, planning and reporting
- Experience in leading a team
- An understanding of running a literary journal, periodic publication or other form of media
- Excellent communication, and rapport building skills
- Excellent team work skills



REMUNERATION

An attractive remuneration package will be offered to the successful applicant, which will include a salary commensurate with demonstrated skills and experience.

HOW TO APPLY

Please submit your resume, together with a cover letter addressing the selection criteria to Godfrey Moase, Interim Chair to board@overland.org.au.

CLOSING DATE

Completed applications must be received by 5pm (AEST) Monday 30th May 2022.

For further information about the role, please email board@overland.org.au.