

■ *Overland* position description

Job title:	Editorial assistant
Reporting to:	Editor and general manager
Salary:	\$20,000 per annum, or \$1700 per month (paid monthly); plus 9.5% superannuation
Hours:	Permanent part-time (two days a week, with a three-month probationary period)
Location:	Victoria University, Footscray Campus, Room G517
Closing date:	5pm, Wednesday 7 September

About *Overland*

Overland is a major literary journal with a long and distinguished history, publishing excellent and progressive fiction, poetry, nonfiction and art. *Overland* is a dynamic publishing project that includes a quarterly print magazine, a daily online magazine, digital editions experimenting with form, an events program and a series of prestigious literary competitions.

The position

The *Overland* editorial assistant works with the editor to produce the daily online magazine, the quarterly print magazine (as needed), and help with events and promotion.

The editorial assistant will copyedit submissions, source images and prepare articles for publication in the daily online magazine, working closely with commissioned and uncommissioned writers. In addition, they will participate in the life of the journal more broadly: reading submissions for the print and online magazines; updating the pitch page; assisting with events; helping with publicity; and other tasks as required.

The right applicant

You are familiar with *Overland* and you like what the magazine does. You read widely and are passionate about books and writing. You are interested in political ideas and activism. You are comfortable working online and adept at using social media. You are flexible and easy-going, and also enjoy debating different ideas and positions.

Key responsibilities & duties

The successful applicant will:

- Read and assess *Overland* submissions
- Copyedit articles for *Overland's* online and print magazines
- Source illustrations for the online magazine
- Prepare and publish articles for the online magazine
- Create content for social media platforms and for the *Overland* website
- Create promotional material, such as website ads
- Prepare and distribute the fortnightly ebulletin
- Promote and grow *Overland's* reach and influence online
- Help develop and refine *Overland's* social media strategy
- Help to coordinate, edit and ready for publication *Overland's* special fiction and poetry issues

Experience and skills required

- Familiarity with *Overland*, its mission and objectives
- A certificate (or equivalent) in editing or publishing is desirable, as is a graduate degree in literature, or industry equivalent experience
- Involvement with the publishing industry, including a knowledge of contemporary writers, editors and publications
- Excellent communication skills, including writing ability
- Imagination and strategic thinking
- High-level editing skills
- IT literacy, including experience with social media and the internet
- Experience with WordPress or other CMS
- Commitment to progressive politics and an inclusive work space
- Some experience with Adobe Creative Suite (optional)
- Design skills (optional)

Applicants should send their resume and cover letter [to Jacinda Woodhead via Submittable](#).

For more information please contact the *Overland* office on 03 9919 4163. Ask for Jacinda or Alex.