



WRITERS SA

## Editor WRITERS SA

Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	CEO
Working with	CEO, Operations Manager, Advisory Committee
Position type	0.4 FTE. Additional hours may be required at peak times. Probationary period of three months, with an initial 21-month contract
Salary details	\$85,000 per annum pro rata + 11% superannuation
Employment period	8 April 2024 until 31 December 2025, with possibility of extension

## ABOUT THE ROLE

Writers SA seeks an experienced Editor to lead a new national literary journal to be launched in 2024. The journal is a print and digital, biannual publication featuring the best in new fiction, non-fiction, poetry and criticism, and is produced by Writers SA in partnership with Flinders University, UniSA, and University of Adelaide.

Its mission is to publish original, progressive works by Australian writers, with a special focus on literary criticism and material forms. The journal is committed to Indigenous sovereignty and justice, as well as a deep mapping of Yarta (place/Country). Operating out of Writers SA on Kurna Country (Adelaide), it will be the only print literary publication produced in South Australia and has dual functions of artistic output and vocational training for emerging editors through its editorial committee.

### Key responsibilities include:

- Commissioning new works from South Australian and Australian writers
- Reviewing and selecting works from submission
- Editing and proofreading copy in collaboration with the Editorial Committee
- Project managing print and digital editions in accordance with budgets, schedules and expected quality
- Developing and maintaining internal and external relationships
- Contributing to the artistic and strategic direction of the journal with the Advisory Committee
- Managing a volunteer Editorial Committee in partnership with university representatives
- Liaising with a designer and other Writers SA staff
- Liaising with financial partners and assisting with grant writing and fundraising in collaboration with the Board and CEO

ABN 40 783 458 265

[www.writerssa.org.au](http://www.writerssa.org.au) - [info@writerssa.org.au](mailto:info@writerssa.org.au)

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



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## SELECTION CRITERIA

### ESSENTIAL

1. Thorough knowledge of Australian literature and publishing
2. Extensive experience in the editing and publishing process
3. Effective written and verbal communication skills
4. Excellent organisation skills and ability to meet deadlines
5. Project management expertise
6. A track record of nurturing internal and external relationships
7. Sophisticated understanding of cross-cultural practice and experience working with writers from marginalised backgrounds, particularly Aboriginal and Torres Strait Islander people

### DESIRED

8. Degree/postgraduate degree in editing and publishing
9. In-house editorial experience
10. Experience in grant writing and preparation of budgets

**Note: The Editor must reside in South Australia. Writers SA offers a flexible working environment and the ability to work from home. The Editor position may be conducted remotely in any part of South Australia, however the Editor must be available for quarterly meetings with the Advisory Committee in Adelaide. We also welcome proposals for shared role (co-editors) models.**

## APPLICATION PROCESS

- Applications must be submitted by midday 12pm Monday 4 March.
- Applications must consist of a two-page (maximum) cover letter that includes responses to the KSC, a brief CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
- Applications should be sent to Operations Manager Bronwyn Tilley [bronwyn@writerssa.org.au](mailto:bronwyn@writerssa.org.au)

## KEY DATES

- Applications received by midday 12pm Monday 4 March.
- Interviews will be held in the week of Monday 11 March. If you are unavailable at this time please advise when you will be available in your application.
- Editor role start date in the week of Monday 8 April.

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