

Position title: Editorial Assistant

Organisation: Off The Leash Incorporated

Reports to: Managing Editor

Salary: \$50,000-\$58,000 (0.6 FTE) + super
Commensurate with experience

Job type: Part-time, 3 days per week Wed-Fri (0.6 FTE) commencing Mar, 2022
Work hours may increase to include work on additional projects but any extension will be negotiated on a case-by-case basis

Location: Off The Leash Office, Darwin CBD

About us

Off The Leash Inc. is a not-for-profit organisation that produces a monthly what's on guide to the Top End. Our free magazine offers inspired articles and insightful recommendations to complement the most comprehensive events guide available across music, festivals, art, films, writing, food, performing arts and community events.

Off The Leash seeks a part-time Editorial Assistant who will commit to the organisation and its projects with enthusiasm, dedication and a strong work ethic, and share in the long-term vision of the organisation.

About you

The Editorial Assistant assists the Managing Editor across a range of editorial tasks including writing, subbing, proofreading, sourcing information and fact-checking for both print and online mediums.

The Editorial Assistant works with the Managing Editor and Graphic Designer towards achieving project goals in keeping with the strategic plan of the organisation.

Responsibilities and duties

- Assist the Managing Editor and other editorial staff with daily editorial duties including writing, subbing, proofreading and fact-checking, in keeping with the editorial style guide of the magazine
 - Source appropriate material for feature articles
 - Conduct interviews with local, national and international artists
 - Publish events/features online and update the website regularly
 - Under the guidance of the Managing Editor, regularly update and contribute to social media networks including Facebook, Twitter and Instagram
 - Compile monthly what's on electronic direct news (eDMs)
 - Check and respond to work emails regularly and undertake some administrative duties
 - Liaise with advertising clients and help arrange advertising bookings
 - Undertake some marketing duties to help promote Off The Leash
 - Work cohesively and professionally with all staff, members of the Off The Leash community network, including partners and sponsors
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- Attend related events and activities on occasion, at times in place of the Managing Editor, and act as an advocate for the organisation
 - Work alongside the Managing Editor and editorial staff to ensure deadlines are met and within the time frame set by the print schedule
 - Undertake additional hours if required and be appreciative of flexible hours during the production period of the magazine
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Qualifications and experience

A degree or diploma in journalism or communications is desired, but not compulsory, to undertake this position

Experience and knowledge of the Adobe package (in particular InDesign and Photoshop) Microsoft Excel, Microsoft Word and MailChimp is considered an advantage, as is experience working on publications – either in print or online

Demonstrated experience managing social media accounts (Facebook, Twitter and Instagram) will be viewed favourably, as will creative writing skills and knowledge of the arts and local community

Previous experience working with, or a sound understanding of, a broad range of community members from different backgrounds will be viewed favourably

Relationships

The successful applicant will be accountable to the Managing Editor.

The successful applicant will act professionally when dealing with colleagues, contributors, artists, advertising clients, partners and sponsors at all times.

To apply for this position, please send:

- a cover letter addressing responsibilities and duties, and the qualifications and experience required for the role
- a resume
- three examples of your written work

to jobs@offtheleash.net.au by 7pm (ACST), Fri 28 Jan, 2022

In accordance with the Northern Territory CHO directive and mandatory vaccination requirements, all Off The Leash personnel (staff and Board) located in the Northern Territory are required to be fully vaccinated (two doses and booster as required) for COVID-19.

Late applications will not be accepted.

For enquiries, please contact:

Tierney Secull, Managing Editor and Development Manager
editor@offtheleash.net.au