

Position title: Assistant Editor

Organisation: Off The Leash Incorporated

Reports to: Managing Editor

Salary: \$70,000-\$75,000 (FTE) + super
Commensurate with experience

Job type: Two-year part-time contract, 4 days per week equivalent (worked consecutively in 28-day production cycle) | Commencing Mon 17 Jun, 2024
Work hours may increase 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 Northern Territory. 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 Assistant Editor 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 Assistant Editor 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. At times, the Assistant Editor is required to manage magazine production.

The Assistant Editor works with the Managing Editor, Graphic Designer and OTL Board towards achieving project goals in keeping with the strategic plan of the organisation. Days are worked consecutively in alignment with production schedule.

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, LinkedIn 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
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- Work cohesively and professionally with all staff, and members of the Off The Leash community network, including partners and advertisers
 - 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
 - Act up in the role and duties of the Managing Editor when on leave or as required
 - When required, brief freelance writers and graphic designers
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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) and Microsoft 365 is considered an advantage, as is experience working on publications – either in print or online.

Demonstrated experience managing social media accounts (Facebook, LinkedIn 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 present 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 resumé; and
- three examples of your written work

to jobs@offtheleash.net.au by **midnight (ACST), Sun 19 May, 2024**

Late applications will not be accepted.

For enquiries, please contact:

Tierney Seccull

Managing Editor and Development Manager

editor@offtheleash.net.au