

going down swinging

GOING DOWN SWINGING INTERNSHIP PROGRAM

INTERNSHIP DETAILS

Reporting to	Editors and General Manager
Working with	Editors and Going Down Swinging staff; external suppliers
Position type and timeframe	Voluntary Internship – 5 months (July through November 2021), volunteering an average of 0.5 to 1 days per week
Salary details	While this is a voluntary position, the successful candidate will receive a \$400 stipend to cover expenses relating to the internship

Going Down Swinging particularly encourages First Nations people, queer people, and people of all abilities, religions, ethnicities and genders to apply. This role will involve at least partially in-person duties, so this year we are looking for Melbourne-based applicants. If you're someone who loves all kinds of stories, you may be the person for us.

Given fluctuating restrictions, the Going Down Swinging meetings will sometimes occur online. Interns will require access to their own computer with webcam and microphone capabilities, as well as internet access. Please contact us at info@goingdownswinging.org.au if you have any questions or concerns about access, we're very happy to help and support you.

Due to the internship being conducted primarily online, this program is unfortunately ineligible for credit towards university internship subjects.

ABOUT GOING DOWN SWINGING INTERNSHIPS

The Going Down Swinging Internship Program offers short-term, targeted opportunities to gain valuable arts industry experience in a hands-on environment among a diversity of peers. This is a unique opportunity to develop new skills alongside a team of experts dedicated to inspiring art across the state. The principal purpose of our internship program is to provide the intern with hands-on work experience within a dynamic and engaged editorial environment. A position description has been provided below as a guide, offering applicants an insight into the type of experience that will be gained during this internship. Going Down Swinging will work closely with the successful applicant to ensure that the internship is of benefit to them.

POSITION DESCRIPTION

The Going Down Swinging Marketing Intern will play a central part in supporting Going Down Swinging's 2021 anthology and online projects. The intern will develop valuable experience in the production and promotion of compelling and ambitious writing and art.

This position would best suit students and graduates interested in the business side of publishing, who are keen to build their skills in arts management and production, and who are willing to explore more experimental and hands-on/guerrilla approaches in arts marketing.

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You'll be given opportunities to research and creatively contribute to various projects while also gaining experience in the nitty-gritty business of producing an anthology.

Going Down Swinging's marketing intern will have opportunities to be involved in all activities across the organisation, including editing, however they will primarily support the development and dissemination of Going Down Swinging's brand and work. As part of the internship, you will:

- Assist in conceptualising and implementing Going Down Swinging's social media plans and newsletter schedules
- Liaise with the full team plus our artists and writers
- Monitor and manage Going Down Swinging's social media channels
- Assist in the development of author videos, behind-the-scenes interviews, (filmed) craft masterclasses and essays and other bespoke marketing materials
- Assist in the production and running of a range of digital and live events
- Assist in sourcing and managing authors for Going Down Swinging's digital book club, *GDSReads*
- Research and manage new promotional opportunities

Shared responsibilities

- Attend Going Down Swinging team meetings when possible, observe and contribute
- Identify and implement continuous improvement processes
- Contribute to a culture of safe working, collaboration and mentorship

HOW TO APPLY

Email info@goingdownswinging.org.au with your **resume** and a **short cover letter** letting us know **why you'd like to be involved with Going Down Swinging**. For **bonus points**, have a look at Edition 41 or our online work and promote one of our pieces to us—make us want to click the link and read the whole piece (in 100 words or less).

Applications close 7pm Friday 11 June. Interviews will be held over Zoom in the week following.

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ABOUT GOING DOWN SWINGING

Going Down Swinging is one of Australia's longest-running and most respected literary journals, publishing digital as well as print and audio anthologies since 1979 and producing sensational, sold-out live events.

For more details and to check out what we do, see goingdownswinging.org.au.

Managing Editor

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Co-Editors

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Hollen Singleton

Marketing Manager

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