

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 Editorial 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 of compelling and ambitious writing and art, featuring a diverse collection of Australian writers and artists.

This position may suit someone studying publishing, editing, English and/or creative writing, or with a particular interest in working in publishing, experimental storytelling and/or digital media. 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.

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The intern will have opportunities to be involved in all activities across the organisation, from editing works and assisting with social media to the production and launch of the anthology. As part of the internship, you will:

- Work alongside the Editors (on Zoom, in person as possible, email and Slack!) and gain an insight into the editing process
- Learn the steps to publication, including commissioning pieces, working with writers to develop their work, working with a designer, assembling a print anthology and putting together a launch event
- Assist with selecting and editing works for publication
- Assist with digital marketing, including updating social media and developing EDMs
- Assist with operational activities

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 tell us (in 200 words or less) about your favourite find.

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

Magenta Sheridan

Co-Editors

Georgia Coldebella

Hollen Singleton

Marketing Manager

Wai Mun Mah

Digital Developer

Jacqui Hagen

Board

Sandra Boyd

Anna Kelsey-Sugg

Vartika Patel

Sonia Nair

Elizaveta Maltseva

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Matthew Muscat