

going down swinging

GOING DOWN SWINGING JUNIOR EDITOR POSITION

JUNIOR EDITOR DETAILS

Reporting to	Editors
Working with	Editors and Going Down Swinging staff; external suppliers and artists
Position type and timeframe	Voluntary – initial period of 6 months (May through November 2024) with a view to extend, subject to funding. Average workload of 0.5 to 1 days per week with no set office hours.
Salary details	While this is a voluntary position, the successful candidate will receive a \$1000 stipend to cover expenses relating to the position. Further remuneration will be reviewed in November 2024 following the initial period.

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 we are looking for Melbourne-based applicants. If you're someone who loves all kinds of stories, you may be the person for us.

WORKING WITH GOING DOWN SWINGING

We are a volunteer-led organisation. This means that work is primarily completed remotely, in each staff member's own time. We use digital channels to communicate throughout the week and meet as a whole team fortnightly, either in person or online. Junior Editors 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.

JUNIOR EDITOR POSITION DESCRIPTION

The Going Down Swinging Junior Editor will play a central part in supporting Going Down Swinging's 2024 anthology and online projects. The Junior Editor will develop valuable experience in the production of compelling and ambitious writing and art, featuring a diverse collection of Australian writers and artists.

This role offers an opportunity to gain valuable arts industry experience in a hands-on environment within a dynamic and engaged editorial environment. This is a unique opportunity to develop new skills alongside a team of experts dedicated to inspiring art across the state. This is a developmental position: we'll work closely with the successful applicant to develop their skills and tailor the role to benefit both them and the organisation. Ideally, we're looking for someone who's interested in sticking around with Going Down Swinging beyond the initial six months, growing their skills and responsibilities within the organisation.

This position may suit someone studying (or recently graduated from) 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 Junior Editor 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. You will:

- work alongside the Editors 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 43 (Hell & High Water) or our online work and tell us (in 200 words or less) about your favourite find.

Applications close 7pm Friday 3 May 2024. Interviews will be held over Zoom in the following weeks.

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.

Co-Editors

Georgia Coldebella

Wai Mun Mah

Marketing Manager

Mason Wood

Online Editor

Helena Pantsis