

Westerly Magazine
Associate Editor

Westerly

Casual Fixed-Term, two days, 0.4 FTE

Pay Scale: UWA (General Staff) Level 3 (Step One) – Level Four (Step Three)

Westerly is seeking applicants for the new position of Associate Editor, supporting the publication of the magazine from the Westerly Centre at the University of Western Australia.

About the Organisation

Westerly, one of Australia's leading literary journals, is published by the Westerly Centre and is based at the University of Western Australia. Since its inception in 1956, *Westerly* has published fiction, poetry and essays with a special emphasis on Australia, particularly WA, and the Asian region.

Currently under the Editorship of Dr. Catherine Noske, the magazine publishes issues four times a year, two in print, and two online. It also publishes supplementary, free-access content year-round on a newly upgraded website. It also runs an annual Writers' Development Program. It is supported by funding from the Australia Council for the Arts, the Department of Culture and the Arts (WA), the Copyright Agency and the University's Faculty of Arts, Business, Law and Education.

The Role

Westerly is seeking to employ a conscientious and enthusiastic individual to join a strong team in the role of Associate Editor. The Associate Editor will report directly to the Editor, and be responsible (alongside the Editor) for managing and overseeing the publication and production of the magazine's issues.

The Associate Editor will be primarily expected to contribute to:

- the selection and editing of material, including the coordination of peer review of scholarly submissions;
- the management of production and promotion, including the management of *Westerly's* social media;
- the organisation of related events and activities, including launches;
- the development of grant applications supporting ongoing efforts of publication;
- and related administration tasks as requested by the Editor.

The Associate Editor will be expected to work closely with both the Web Editor and the administrative team in delivering in these areas.

Selection Criteria

Applicants should offer:

- At minimum, an undergraduate degree with a specialisation related to Literary Studies, Creative Writing, and/or Editing and Publishing;
- Some experience in an editorial role.

Applicants should demonstrate:

- A commitment to literary publishing, and Australian literary culture;
- An understanding of the local writing and publishing sector ecology, and *Westerly's* place within it;
- An understanding of the processes of peer review and scholarly publication;
- An ability to manage time and multiple tasks, with a strong work ethic;
- Efficiency and initiative in approaching the role;
- An ability to work both with a team and independently.

Requirements

The applicant will be required to work in the *Westerly* office at the University of Western Australia, minimum one day a week. Applicants will be expected to commence immediately. All staff members are required to comply with the University's Policy on Health and Safety, Code of Ethics and Code of Conduct. Details on these policies can be found at:

<http://www.safety.uwa.edu.au>

http://www.hr.uwa.edu.au/publications/code_of_ethics

<http://www.equity.uwa.edu.au>

Applications

Applications require a full curriculum vitae and a cover letter detailing your relevant experience sent directly to the Editor (westerly@uwa.edu.au), and **marked 'RE. Position of Associate Editor'**. Applicants should include names and addresses of three referees on their application, at least one professional.

Applications will close on July 22nd, 2017 at 5pm (Western Standard Time).