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**Editor — POSITION DESCRIPTION**

**ABOUT Quarterly Access**

Quarterly Access (QA) is the national publication of the youth networks of the Australian Institute of international Affairs. It is an entirely volunteer based publication providing opportunity for students and young professionals to publish in-depth high-quality articles on global issues of importance. We aim to help inform and foster debate amongst a new generation of leaders.

**ABOUT THE ROLE**

The Editor will be responsible for assessing strength and integrity of submissions, providing editorial assistance to contributors, proof reading and liaising with contributors. The successful applicant will have a great eye for detail, excellent grammar and written communication skills, and will become a part of a team of inspired volunteers.

Applicants must be aged between 18 and 30 years.

**KEY INFORMATION**

**Title:** Editor

**Length of appointment:** 12 months (3 month probation period)

**Reports to:** Deputy Editor

**Commitment:** 5-8 hours per week, every 3 months

**Role type:** Voluntary — volunteers will not be remunerated for their time

**ROLES AND RESPONSIBILITIES**

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| --- | --- | --- |
| **Task** | **Description** | **% of role** |
| Editorial  | * Copy-editing and preparing articles, interviews, travel pieces, reports, book reviews and “Looking Into” segments for publication in QA
* Liaising with authors/contributors
* Managing editing and publication deadlines
* Attend editorial committee meetings (either in person or via skype)
 | 65% |
| Network  | * Promoting QA through professional and university networks regularly during submission call outs and publication
 | 20% |
| Communication  | * Regularly communicate with Editorial Committee online via email and Facebook
 | 10% |
| Other duties as reasonably required | * Attend AIIA events as required
 |  5% |

**KEY SKILLS, KNOWLEDGE AND ABILITIES**

* Demonstrated knowledge of and interest in international affairs
* Relevant academic background
* Outstanding written communication skills
* Confidence in liaising with authors/contributors
* Excellent time management skills
* Strong attention to detail
* Proficiency in MS Office and Google Drive
* Ability the build and maintain relationships

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES**

* Previous experience in editing and/or publishing.
* Experience in being published.

**OTHER CRITERIA**

Applicants must be:

* Between 18 and 30 years of age

**INTERESTED?**

To apply, please email your CV and a cover letter addressing why you would be perfect for this role by **11:59 pm** on **Friday 28th April, 2017** to quarterlyaccess@gmail.com with the subject line **EOI: Editor**

Your application should include the following:

* CV
* Cover letter

Desirable:

* Short writing sample (article/essay excerpt, blog article, brief etc.)

Shortlisted candidates will be contacted for an interview and may be asked to complete an editing exercise.