



HUMAN RIGHTS
in AUSTRALIA

RIGHT NOW MAGAZINE // VOLUNTEER MANAGING EDITOR

About the role:

Right Now's team of editors are responsible for its online magazine (rightnow.org.au). Reporting directly to the Editor-in-Chief, the **Managing Editor** manages Right Now's publishing activities and supervises our team of volunteer editors. The Managing Editor role is an exciting opportunity to be part of a growing independent media organisation. It is also a chance to develop your leadership skills and connect with likeminded individuals who are passionate about advancing the human rights conversation in Australia.

Key responsibilities:

- Supervise a small team of volunteer editors
- Oversee the editorial team's commissioning and editing tasks
- Manage Right Now's publishing schedule
- Format and schedule articles for publication using WordPress, which includes conducting picture research and writing headlines
- Pitch ideas, identify potential contributors and commission new content
- Edit content, including structural editing, copyediting and proofreading
- Collaborate professionally with contributors and provide constructive editorial feedback
- Together with the Editor-in-Chief, host fortnightly editorial meetings
- Serve as acting Editor-in-Chief of Right Now when required

Our ideal candidate is someone who:

- Has experience in, or a strong capacity to, manage a small team
- Knows how to write and edit engaging content for online audiences
- Has a keen eye for accuracy and detail, and can meet deadlines
- Is a news junkie with a clear grasp of Australian human rights issues
- Has relevant qualifications in law, social sciences, journalism or publishing
- Is self-motivated with an ability to work effectively with minimal supervision
- Is a wiz with WordPress and social media platforms (or has a willingness to learn!)
- Enjoys working in a collaborative team environment

Duration and time commitment:

This position requires a minimum 6 month commitment of approximately 5-7 hours per week.

About Right Now:

Right Now is a volunteer, not-for-profit media organisation focused on human rights issues in Australia. We are committed to covering human rights issues through accessible, creative and engaging online, print and radio media. Our work begins with the belief that creating a positive, rights-respecting culture in Australia begins with the flow of information.

Right Now is based in Melbourne, Victoria. This position will require you to attend meetings at the Wheeler Centre, which is wheelchair accessible.

How to apply:

Please email a copy of your Cover Letter and CV to Kate Ervin info@rightnow.org.au
Applications close COB Monday 31 October.