



## **Looking for: Managing Editor**

### **About the Role**

Right Now's team of editors are the backbone of the organisation – they are responsible for commissioning original, thought provoking and topical articles for the online magazine. Reporting to the Editor-in-Chief, the Managing Editor assists in managing Right Now's publishing activities and supervising our team of volunteers.

The role is an exciting opportunity to be part of a fast growing, independent media organisation focused exclusively on producing pieces with a social justice bent.

For all advertised positions, we strongly encourage people who are queer and/or trans and/or of any colour, religion, age, ability or gender to apply.

These roles are developmental ones with plenty of guidance and mentoring provided along the way. We do ask that people who apply do so with a long-term view in mind and consider beforehand if they'll be able to commit the time and energy required.

### **Philosophy:**

Challenging, inclusive and contemporary.

### **Tasks:**

- Helps supervise a small team of volunteer editors
- Helps oversee the editorial team's commissioning and editing tasks
- Manages Right Now's publishing schedule
- Formats and schedules articles for publications using WordPress, which includes writing headlines
- Pitches ideas, identifies potential contributors and commissions new content
- Edits content – including structural editing, copyediting and proofreading
- Hosts regularly editorial meetings, together with the Editor-in-Chief
- Serves as acting Editor-in-Chief when required.

### **Qualities:**

- Familiarity and genuine interest in the type of work that Right Now creates and publishes
- Passion and curiosity about the various modes of social justice-themed storytelling that are taking place around Australia and the literary landscape
- A news junkie with a strong grasp of the human rights discourse in Australia
- Relevant qualifications in creative writing, literature, publishing, law or social sciences (or relevant work experience)
- Ability to conduct research and adhere to political sensitivities when confronted with unfamiliar topics
- Has a keen eye for accuracy and detail with the ability to meet deadlines

- Self-motivated with the ability to work autonomously with minimal supervision
- Is a whiz with WordPress or is willing to learn (it's very easy!).

**Nature of the role**

Right Now is a volunteer-run organisation. All work undertaken for Right Now is on a volunteer basis, although we are occasionally able to pay commissioned writers when we receive grants to do so. We understand that this isn't ideal. What we can offer in lieu of financial remuneration is: mentoring and guidance, Melbourne-based face-to-face writing workshops and socialising opportunities with likeminded people.

There are no set hours for any position and volunteers are expected to work around their personal availability. As a guideline, a Managing Editor should aim to set aside approximately 5 hours a week.

To apply, please send a one-page CV (only including information relevant to the position) and a brief cover letter addressing why you are best suited to the role to Jakob von der Lippe at [info@rightnow.org.au](mailto:info@rightnow.org.au) by COB 21 September. If you have any questions about the role, please direct them to Jakob at the same email address.