



Australian Society of Authors

Australian Society
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COMMUNICATIONS OFFICER

- Seven months' fixed term position
- Flexible 4-5 days (30–37.5 hours) per week
- Mix of print and web communications
- \$50,000 p.a. + super (pro rata)

The Australian Society of Authors is looking for an enthusiastic person to research, plan and implement a number of new print and web projects, keep the ASA website up-to-date, produce the *ASA Newsletter*, manage *Australian Author* subscriptions and advertising, and handle the distribution of other ASA publications.

This is a fixed-term position from April to October 2010 while our Communications Officer is on leave. For the right person it offers an exciting opportunity to enhance their print and web communications skills in a buzzy and productive workplace.

On-the-job website orientation will be provided.

JOB DESCRIPTION

Project Management:

In consultation with the Executive Director and Business Manager, research and develop:

- Online poetry resource with stakeholders
- Public education/web campaign on parallel importation
- Manuscript Assessment Services advice paper
- 'Value of Authorship' public/web campaign
- Digital Royalties and Licensing advice paper

Print Publications:

Coordinate the production, printing and distribution of the *ASA Newsletter*.

Liaise with the editor of *Australian Author* magazine regarding the publication and distribution of the magazine to ASA members.

Administer the distribution of the *Australian Author* journal to subscribers (non-ASA members).

Supervise the production and distribution of ASA in-house publications, including Keesing Press titles, the ASA Annual Report and the ASA Publications List.

Purchase stock from other publishers for sale and distribution to ASA members and the general public.

Electronic Publications:

Maintain and update ASA website content.

Other Duties:

Assist in answering enquiries, proof-reading and other duties as required.

SELECTION CRITERIA

Essential:

Demonstrated project management and research skills

Demonstrated print publications experience

Demonstrated electronic publications experience

Administrative, marketing and promotion skills

Strong written and verbal communication skills

Computer skills including InDesign, Photoshop, HTML, Adobe Acrobat and MS Office (Word, Excel)

Desirable:

Understanding of the communication needs of membership-based organisations

Knowledge of the writing and publishing industries

ADDITIONAL INFORMATION

The ASA office is located in a two-storey terrace house at 98 Pitt Street, Redfern, within walking distance of Redfern and Central stations and close to bus routes.

Office hours are 9.00am to 5.30pm Monday to Friday, with a one-hour lunch break. Hours can be varied to start later or finish earlier with a 30-minute break. After hours work may occasionally be required.

The successful applicant will be given a letter of appointment outlining the terms of their employment.

APPLICATIONS

Send a one-page expression of interest that includes a brief and succinct response to the selection criteria. Please include a CV and the names of two referees.

Applications close 5 pm Monday, 15 March 2010.

To discuss the job, phone Angelo Loukakis or Jill Dimond on 02 9318 0877 or email asa@asauthors.org.