

Jubilee Grapevine Editor

What is the job?

Jubilee Grapevine (JG) Editor is responsible for producing three copies of JG each year. JG is the national magazine of the Australian Student Christian Movement.

What is the ASCM?

The Australian Student Christian Movement is a movement of students interested in exploring questions of faith in an open, ecumenical environment and living the faith through acts of justice in the world.

What is expected?

The JG Editor is responsible for the following:

- collecting material for publishing in JG. (This will be done partly by liaising with sub-editors in each state, as well as targeting specific people, and using other sources),
- ensuring that reports from office-bearers and WSCF delegates are included in JG,
- ensuring that there is a section dedicated to Friends' news,
- editing the material to make it suitable for publication,
- ensuring that the design and layout of JG is attractive and appropriate,
- coordinating the printing, packaging and distribution of JG,
- forwarding an electronic copy of JG to the webweaver, and
- promoting JG and increasing its subscription base.

What resources are required?

The JG Editor is expected to have access to a computer, email, and publishing software (e.g., Microsoft Word or Publisher). It may also be beneficial if the JG Editor can call on a group (e.g., a Branch of Area Council) to assist with proof reading and the packaging of JG for distribution.

What skills are expected?

The JG Editor must be able to source material for publication. He or she must also be able to use appropriate software to design the layout of each edition, or be able to delegate this task appropriately. He or she must be able to manage and coordinate each of the necessary stages so that JG is published every four months. The JG Editor must produce a quality publication that people wish to continue to subscribe to, and must actively seek out ways to increase its subscription base.

What is the commitment?

The JG Editor is expected to take on this position for two to three years. An honorarium of \$800 per year will be paid to the JG Editor. Associated costs, such as printing and postage, will be reimbursed by the ASCM.