NEWSLETTER EDITOR POSITION DESCRIPTION

Role
The Newsletter Editor of the Editors Victoria (EV) newsletter is responsible for the production of the monthly newsletter, which keeps members informed about the activities of the society and the publishing industry at large. The newsletter varies in length, but is usually between 8 and 15 articles.

Position
The Newsletter Editor is a contractor, reporting to the Communication Sub-committee of the EV committee. It is expected that the position will require 10-12 hours of work per month, plus occasionally extra time to write articles.

The editor acts as a professional editor, according to a contract renewable annually, and will be paid $60 per hour plus reimbursement of any authorised expenses. Initially, the editor will keep a time log, which will be used to review the monthly hours required. A standard monthly fee may then be considered.

The Newsletter Editor will submit monthly invoices, and be paid monthly.

Accountability and responsibilities

- Prepare and maintain the schedule for the newsletter. Newsletters are usually published in the first week of the month.
- Send out regular reminders and maintain communication with committee members to remind them to send in content. Content is due at the end of each month for the next month’s edition.
- Collate and copyedit (in accord with the society’s style sheet) all copy for each issue of the newsletter in preparation for content entry.
- Enter content into online template to create newsletter each month.
- Update online template as necessary, i.e. new banners, features, styles etc. This can be done by emailing the website manager.
- Manage correspondence with proofreader and other stakeholders (e.g. the Communication sub-committee, the president) for each issue of the newsletter.
- Manage the distribution of the newsletter to all EV members. This requires liaising with the Administration Officer to update distribution lists.
- Manage all correspondence regarding articles, ads and feedback for the newsletter.
- Introduce new features and inclusions into the newsletter, in consultation with the Communication sub-committee.
- Develop and maintain style sheets and other materials related to the production of the newsletter.
- Develop and maintain procedures to discharge the above responsibilities.
- Other duties as required related to the production of the newsletter.
Working relationships

• Liaise with Communication sub-committee on newsletter schedule and general content.

• Solicit articles, photos etc. from committee members, society members and others.

• Liaise with proofreader on each issue of the newsletter. All correspondence for the production of the newsletter is usually via email.

• Liaise with Treasurer regarding fees for advertisements.

Skills necessary for this position:

• Strong copyediting and styling abilities.

• Clear communication skills.

• Flexibility to adjust workload and scheduling to meet society’s requirements.

• Intermediate-to-good computer skills.