

## MEDIA RELEASE



# THE AUSTRALIAN BOOK REVIEW IAN POTTER FOUNDATION EDITORIAL INTERNSHIP

*Australian Book Review*, based in Melbourne, seeks applications for an Editorial Intern to help edit, produce and present Australia's foremost independent literary magazine. This is a perfect opportunity for recent university graduates seeking an entrée into publishing.

This Internship – worth \$20,000 and supported by **The Ian Potter Foundation** – is one of the few intensive, paid editorial training programs of its kind in Australian publishing. It reflects *ABR*'s long-standing commitment to fostering new editorial talent, and extends the magazine's established volunteer intern program; widely regarded as a 'finishing school' for editing and publishing graduates.

*ABR* is a small and hard-working organisation, with a profound commitment to new writing and literary values. This is an excellent opportunity to refine your editorial skills and to work closely with leading writers and editors.

Applications (maximum five pages, including CV) are due by  
**Thursday, 1 December 2011**

**Please see the complete position description attached for further information.**

**The position description is also available on our website:  
[www.australianbookreview.com.au](http://www.australianbookreview.com.au)**

*ABR* gratefully acknowledges the generosity of the Ian Potter Foundation of its many Patrons, who support the magazine through tax-deductible donations of \$250 or more. These donations are vital for the magazine's future.

*'The best journal of words and ideas. Supporters can be proud of their judgement.'*  
John Bryson, author and *ABR* Patron

For further information, please contact:  
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*Australian Book Review*  
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[www.australianbookreview.com.au](http://www.australianbookreview.com.au)

# ABR IAN POTTER FOUNDATION EDITORIAL INTERNSHIP

## POSITION DESCRIPTION

*Australian Book Review (ABR)* is seeking an Editorial Intern for six months. This is conceived as a full-time position, but a part-time extension may be negotiable.

*ABR* is a fully independent non-profit organisation. Its primary aims are: to foster high critical standards; to provide an outlet for fine new writing; and to contribute to the preservation of literary values and a full appreciation of Australia's literary heritage.

The Intern will work closely with the staff and will report to the Editor, Peter Rose. Key responsibilities will be editing and proofreading, the production of the magazine in print and online (ten issues each year), and marketing. There is much scope for a diverse creative and intellectual contribution to the shape of the magazine. The Intern will liaise with *ABR*'s extensive team of contributors (a 'who's who' of Australian literature) and with our fast-growing readership throughout Australia.

Candidates must be energetic, flexible, well organised, and highly literate. Good computer skills are essential. Ours is a small, lean and hard-working organisation, based in Richmond (Victoria). Applicants will be expected to demonstrate a thorough knowledge of the magazine's history, mission, and programs. The Internship is only open to Australian citizens or those with permanent resident status.

The successful candidate will have an Editing/Publishing/Journalism degree and demonstrated proficiency in these areas:

- Copy editing and proofreading
- Website maintenance (Joomla CMS preferred)
  - InDesign
- Photoshop (basic skill is acceptable)

Responsibilities will include:

- Editing material and proofreading the magazine
- Creating each issue of *ABR Online Edition* (Joomla CMS enabled)
- Assisting the Deputy Editor to prepare various print materials (InDesign)
  - Writing press releases and promotional material
  - Social media engagement (Facebook, Twitter)
- Contributing to *ABR* events and fund-raising programs
  - Writing reviews and blog articles
- Some administrative duties, with the Office Manager

## APPLICATION PROCEDURE

Please send all enquiries and applications (maximum five pages, including CV) to Peter Rose, The Editor, *Australian Book Review*, by **Thursday, 1 December 2011**. Applications may be sent by post or email, but not by fax. The email address is – [editor@australianbookreview.com.au](mailto:editor@australianbookreview.com.au)

**THE EDITOR**  
**AUSTRALIAN BOOK REVIEW**  
**PO Box 2320**  
**RICHMOND SOUTH VIC 3121**

## IMPORTANT DATES

Applications close on **Thursday, 1 December 2011**.