

POSITION DESCRIPTION:

Image and design assistant, Archer Magazine – archermagazine.com.au

OVERVIEW

Archer Magazine is an award-winning print publication based in Australia. A gutsy voice on sexuality and gender diversity, the magazine is sold across Australia, the USA, the UK and Germany.

The business is booming and our team of volunteers is growing to keep up. We're a passionate bunch of people who work for next to nothing because we believe in the Archer Magazine ethos: to provide a platform for voices left out of the mainstream media on sexuality, gender and identity.

ROLE:

- Assist with online image research to develop and maintain Archer Magazine's engaging, progressive and on-trend image content for our print issue
- Contact photographers/visual artists or their representatives to request official image contributions for print in Archer Magazine print edition #8, due for print May 2017
- Assist with responding in a timely manner to visual enquiries and submissions and providing admin assistance with sending contracts and releases by print deadline
- Liaise with the image editor, founding editor, online editors and design director to create a consistent product in line with Archer Magazine's values
- Give honest and considered feedback on design layouts where appropriate
- Respond positively to feedback, engage in friendly conversations and keep a cool head through high-pressure deadlines
- Stay committed through the publication process right up until the magazines are delivered, and assist in producing marketing collateral with launches and promotion

CONTACT HOURS:

Approx. 4 hours per week, including regular contact with editorial team

Approx. 8 hours per week for 2-3 weeks in April 2017

NB: Flexibility is crucial – deadlines are always tricky and we need your commitment, support and assistance throughout March, April and May

PAYMENT:

This is a volunteer-based position.

ESSENTIAL:

- Professional-level knowledge of Adobe PS and Lightroom, basic knowledge of InDesign
- Demonstrated experience in an assistant role either with online/print magazines, blogs or curated galleries
- Strong ability to work autonomously and within a team to meet tight deadlines
- Ability to discuss and welcome critique and revisions during image and design revision stages
- Passion for and understanding of issues around sexuality and gender
- Excellent communication skills
- Available for ongoing contact via Skype, telephone, email and in person throughout the print magazine process
- Excellent eye for detail and strong independent image content

To apply, send a cover letter + link to your folio + two PDF examples of your best work to:
info@archermagazine.com.au

Applications close 9 December 2016