

THE JOURNAL OF AUSTRALIAN CERAMICS (JAC)
EDITORIAL ASSISTANT – MARCH 2024
JOB DESCRIPTION

The Editorial Assistant reports to The Journal of Australian Ceramics Editor

The Australian Ceramics Association (TACA)

The Australian Ceramics Association (TACA) is a not-for-profit Company Limited By Guarantee and is governed by a Constitution and a Board of Directors.
australianceramics.com

TACA publishes The Journal of Australian Ceramics.

The Journal of Australian Ceramics (JAC)

The Journal of Australian Ceramics (JAC), is published three times per year, and is Australia's most widely read tri-annual contemporary ceramics magazine. Formerly known as Pottery in Australia (PIA), the magazine was first published in May 1962 (Vol 1, No 1); in 2022 JAC celebrated its 60th Anniversary. The Journal is a 160-page, full colour, contemporary ceramics journal. It is available in both print and digital formats. It contains artist profiles, commentary and critical essays, exhibition and book reviews, information on tertiary ceramic education, technical advice, and advertising. It is a valuable resource for potters and artists, students, galleries, curators, collectors and all those interested in contemporary Australian ceramics.

Selection Criteria

- Commitment to the arts and interest in ceramics.
- Understanding of ceramics, aesthetic and technical.
- Confident writing skills and a good command of the English language.
- Excellent computer skills / high level of digital literacy.
- Understanding of deadlines and the ability to work to deadline no matter what.
- Ability to work in a team and well-developed communication skills.
- Ability to work unsupervised and to initiate ideas.
- Ability to be flexible in work hours from week to week.

Hours required

The position of the Editorial Assistant requires flexible work hours over any 4-month cycle (per JAC publication). Weekly hours could range from 0 hours to 20 hours depending on the time in the cycle of production and publication.

Skills and qualifications

High level writing and communication, high level attention to detail, able to build and maintain strategic relationships, people skills, meet deadlines and work within tight budgets.

Desirable skills and training

Tertiary arts training, high level interest in contemporary Australian ceramics, specifically, and the arts, in general.

Role and Responsibilities

The Editorial Assistant will support the Editor to administer and plan The JAC.

The Editorial Assistant will also require the ability to work independently.

The Editorial Assistant will need to prioritise deadlines so JAC copy is always accurate, original and relevant.

The Editorial Assistant needs to be able to deliver exceptional and informative content to meet audience preferences.

The Editorial Assistant is responsible for the following:

1. Planning

Collaborate with the Editor to research and plan new articles including regular discussion and providing feedback. Attend Editorial Advisory Group (EAG) meetings every two months to gather and test ideas. Brainstorm future themes and focus areas.

2. Content

- Contact possible contributors to seek information and leads for possible articles.
- Navigate complex competing demands and prioritise the needs of the publication.
- Understand the position JAC holds within TACA, prioritise the needs of the community and our publication policies.
- Seek approval from Editor before committing to an article.
- Seek approval from Editor for offering payments to contributors.
- Collect written and photographic material for articles. Inform contributors of requirements regarding deadlines, submission content and copyright.
- Advise and support contributors with story development to ensure story relevance, accuracy and quality.
- Ensure superior writing standards are maintained.
- Enhance final submissions through detailed review and make necessary changes to improve meaning or meet word limits.
- Enhance final submissions by correcting inaccuracies including spelling, punctuation, grammar, names, facts and story structure.
- Edit articles in consultation with the author of the article.
- Work with the proofreader to prepare text prior to layout. This may involve further editing.

- Be familiar with all issue content and give feedback, highlight errors, inconsistencies or concerns.

3. Production

- Prepare all proofed text, images and captions for easy access by the graphic designer.
- In consultation with the Editor, provide clear creative direction and feedback for the designer to ensure a superior visual product and high level design standards are maintained.
- Proof read again at conclusion of layout, together with Editor and proofreader.
- Work with the Editor to prepare the Licence to Publish documents.
- Respond to emails, as required by the Editor, in relation to the magazine.
- **Keep up with what is happening in the ceramics field – magazines, social media.**

5. Public Relations

Maintain a profile with artists, groups and institutions. Attend select events and participate in relevant discussions.