

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

The Editorial Assistant reports to The Journal of Australian Ceramics Editor. We are looking for an enthusiastic person committed to the arts and interested in ceramics to assist the Editor in delivering our tri-annual contemporary ceramics magazine.

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.

TACA supports and promotes diversity and inclusion in everything we do.

Reports to: Editor

Contract: 4K per issue for the period 1/5/24–31/12/24, two JAC issues – 632 & 633.

Location: TACA's office is located in Alexandria, Sydney. TACA is open to considering remote working from home throughout Australia.

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.

Availability: Start date Monday 6 May 2024

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 deadlines.
- Ability to work in a team and well-developed communication skills.
- Ability to work unsupervised and to initiate ideas.
- Ability to build and maintain strategic relationships
- Ability to be flexible in work hours from week to week.

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.

How to apply

To apply, please email mail@australianceramics.com

Attach a letter outlining your experience and suitability, directly addressing the selection criteria (maximum 3 pages.)

Please also attach a copy of your CV, including names and contact details of two referees.

Email your application before 9am (AEDT) on Monday 1 April 2024 and make the subject of your email *TACA Assistant Editor EOI - [your name]*.

Further Information:

See the Job Description, or for more information contact T: 1300 720 124.