

Runway Journal

Assistant Editor (based anywhere in Australia)

Runway Journal is a digital platform based in Australia. We commission and publish critical and artistic works that respond to thematic callouts and engage with current threads of Australian and international contemporary art. Runway Journal is a free-to-access platform publishing themed Issues biannually and monthly reviews, commentary or interviews on our Conversations platform with a digital archive of contemporary practice spanning two decades.

We are looking for an Assistant Editor to contribute to Runway Journal's eighteen-year history in collaboration with our enthusiastic and dedicated board of artists, writers and curators.

In this role you will be working closely with the Editorial team selecting guest editors and contributors, reviewing submissions, developing artistic works and editing written pieces, providing close mentorship to Runway Journal contributors.

The Assistant Editor will have the opportunity to be managing Editor in the second year of their term. This is a voluntary position. Candidates will be expected to commit to an average of 4-6 hours per week inclusive of monthly online board meetings over the course of a two-year term.

Responsibilities

- + Contribute to the creative direction of Runway Journal
- + Work collaboratively with writers and artists
- + Maintain a high level of record management
- + Respectfully editing written and artistic submissions

Essential Criteria

- + Experience in writing and/or digital art making
- + Sound budget management skills
- + Well developed research and networking skills
- + Enthusiastic about arts writing and providing development opportunities
- + A team player who can also work autonomously
- + High level of communication and administration skills
- + An outgoing attitude and genuine interest in keeping up-to-date with concerns, issues and events that are happening in the Australian art scene