

ROLE DESCRIPTION

Role Title: 2018 Hermes Editor

Reporting to: **Executive Assistant – Sales, Marketing and Infrastructure**

1. PURPOSE

Hermes is the oldest literary journal in Australia. In this role, Editors function as a team and with The USU Creative Awards staff in the production of this esteemed publication.

Hermes is part of an exciting collaboration called THE USU CREATIVE AWARDS. The USU Creative Awards showcases and awards the best in USYD student art, word and music.

Hermes will be acting as the printed creative catalogue for the Awards and publishing a wider and more diverse range of student works in 2018.

The Editors are specifically responsible for:

- Reviewing submissions received via The USU Creative Awards
- Managing and filing submitted works
- Shortlisting works alongside Industry Professionals
- Proof reading submitted works and preparing them for Design
- Proof reading draft designed versions of the catalogue before it goes to print
- Effectively communicating with contributors
- Effectively communicating with USU Staff
- Editing contributors works as required
- Managing contributors to meet production deadlines
- Meeting all production deadlines set by the Creative Awards Team
- Assisting with the event management of the Launch Event as part of the USU Creative Awards in October 2018
- Hosting the launch event alongside the Creative Awards team
- Promoting the program to peers in the University Community to solicit submissions
- Attending weekly or fortnightly meetings and any ad-hoc meetings that may arise
- Attending and contributing to meetings with USU Design, Marketing and Awards teams
- Sharing and posting on their designated FB event created under the USU Page to maintain and increase engagement.
- Assisting with the editorial layout, pagination and design briefs as required
- Complying with all relevant USU policies and procedures
- Committing to spending appropriate and sufficient time in the office in and out of semester
- Committing to attending 1 hour planning session per week
- Completing designated tasks and meeting deadlines as determined in the planning sessions
- Committing to communicating effectively and consistently with each other and with the Creative Awards team, including possible involvement in a Facebook group
- Committing to planning and attending the launch event

Hermes Editors need to be students who are engaged with the University community. Producing this publication will involve high levels of attention to detail, coordination and collaborating closely with key internal stakeholders as well as fellow students.

2. KEY PERFORMANCE INDICATORS (KPIs)

- Proof reading and editing to ensure consistency and that all grammar, spelling and punctuation is correct. This includes initial edit with contributor and at least 2 rounds of proofing post-design
- An error rate of less than 3 when the final draft is submitted to MarComms for final sign-off
- Clear, consistent and timely communication with all contributors and staff involved.
- Meet all deadlines
- Accurate filing of submissions and related documents
- Adherence to the USU Strategic Plan

3. General

The USU appointed *Hermes* Editors will report to the Executive Assistant - Sales and Marketing

Hermes Editors collaborate closely as a team to produce the publication. *Hermes* Editors will also collaborate closely with USU Staff including but not limited to; The Sales and Marketing team, The Programs team, The Design team and the Events team.

Hermes will be reviewed by the Director of Sales and Marketing prior to publication. Material that is defamatory, in breach of copyright or otherwise contravenes the USU's Constitution, Regulation or policies will not be published.

4. Environment

Hermes Editors will be situated within the Sales, Marketing and Facilities Office - a busy, fun and rewarding space shared with Marketing and Communications, Design, ACCESS, Sales, Sponsorship and Facilities. . Hot-desking will be available at certain times and will be covered in your induction session.

5. Selection Criteria – Essential

- Current University of Sydney Student
- University of Sydney Union Membership (current ACCESS member) for the duration of your tenure in this role
- Able during the July semester break
- Demonstrated ability to meet deadlines
- Proven attention to detail
- An interest in publications and design
- Knowledge of the USU and its publications
- Demonstrated written and/or creative design ability
- Ability to perform effectively in a team environment
- A commitment to the time required to produce *Hermes*
- A willingness to comply with the law on copyright and defamation and USU policies
- Willingness to meet the KPIs set for this role
- Computer literacy, specifically MS Word.

Selection Criteria – *Desirable*

- Experience/studying in the fine art, literature or music industry
- Experience in editing publications
- Demonstrated knowledge of USU and its activities
- Strong understanding of, and interest in, social media

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