



**HERE FOR
YOUNG
WRITERS**

VOICEWORKS ADMINISTRATION INTERN (VOLUNTEER AGED 18 – 24)

Voiceworks is looking for an intern with administration experience and a passion for words to join our team. We're keen to hear from people who are familiar with *Voiceworks* and have an interest in the processes behind getting a literary journal to print.

ABOUT EXPRESS MEDIA AND VOICEWORKS

Express Media is a national, not-for-profit organisation that provides development opportunities to young people in the literary arts. Express Media's values are diversity, accessibility, artistic development and recognition of excellence.

Express Media's flagship publication is *Voiceworks*, a national, quarterly literary journal featuring exciting new short stories, poetry, nonfiction, comics and art by Australians under the age of 25. *Voiceworks* is written, edited and produced entirely by young people, and prides itself on providing writers with feedback on their work, whether it is published or not.

KEY RESPONSIBILITIES

- Manage the processing of *Voiceworks* submissions, including entering contributor details from Submittable into a Microsoft Excel database and filing and printing submissions
- Undertake administrative tasks, including mail, phone calls, word processing and spreadsheet tasks
- Communicate with *Voiceworks* contributors via email and respond to enquiries
- Liaising with stockists and advertisers under instruction from CEO
- Other tasks and duties as directed by the *Voiceworks* Editor

CONDITIONS

- The position is for the equivalent of one day per week, 10am-3.30pm, with actual days to be negotiated.
- The position is voluntary and may fit with the internship project requirements of arts management, communications or professional writing students.
- The *Voiceworks* Administration Intern reports to the *Voiceworks* Editor
- The position is located at the Express Media office, The Wheeler Centre, 176 Little Lonsdale St, Melbourne
- The intern is covered by appropriate insurance while working at Express Media, and is provided with a workstation and a friendly working environment

SELECTION CRITERIA

- A sound understanding of Express Media as an organisation and a commitment to Express Media's stated values
- A sound understanding of *Voiceworks* magazine and other similar publications
- A demonstrable commitment to a career in arts administration, communications, professional writing and editing or a related area
- Excellent communications skills, both oral and written
- The ability to respond to direction, and work both independently and as part of a team
- Experience in administration
- Expertise in word processing, spreadsheets, email and internet applications, and a familiarity with database software

HOW TO APPLY

Your application **must include**: 1) Your covering letter; 2) Your statement addressing each of the selection criteria (2 page maximum); and, 3) Your current CV (including date of birth and 3 references), all in one document (word or PDF) saved as your last name.

For further information please call Express Media on (03) 9094 7888 and speak to Lucy Adams, *Voiceworks* editor, or email editor@expressmedia.org.au.

To submit your application, select the appropriate category on our Submittable page, complete the form and upload your file: <https://expressmedia.submittable.com/submit>.

Applications close at **11.59pm on Sunday, September 18**, and the successful candidate is expected to begin in the role in **October**.