

KILL YOUR DARLINGS

***Kill Your Darlings* journal Deputy Online Editor**

Reports To: Online Editor
Unpaid Position
1 day per week (equivalent)

Primary Responsibilities:

- **Duties – Editorial**
 - Assist with copyediting and proofing daily Killings columns
 - Proof each issue, onscreen, prior to publication
 - Posting to website through Wordpress
 - Work with Online Editor to create and commission unique online content
 - Contribute occasional articles and editorial content to Killings

- **Management of Social Media**
 - Manage *KYD*'s presence on Twitter and Facebook
 - Moderate comments and public interaction on Twitter and Facebook
 - Link to relevant *KYD* content on Twitter and Facebook
 - Promote relevant *KYD* subscriber drives on Twitter and Facebook
 - Advertise relevant *KYD* public events on Twitter and Facebook

- **Duties – Misc.**
 - Assist the Online Editor to draft, proof, format and send monthly enews updates via MailChimp
 - Track monthly web traffic figures
 - Generate monthly web traffic reports

Selection Criteria:

- Familiarity and affinity with the tone and content of *Kill Your Darlings*.
- Strong knowledge of and interest in Australian and international film, television, music and literary culture.
- Editorial experience and knowledge of common editing processes.
- Proficiency with WordPress and MailChimp is preferred.
- Proficiency with social media, including Twitter and Facebook.
- Flexibility with time commitment and ability to multitask.

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Other Relevant Information:

This position is unpaid.

The online editorial assistant position is equivalent to one day per week; spread throughout the week and with varying periods of greater or lesser workloads.

The position is open to anyone in Australia.

Kill Your Darlings encourages applications from Indigenous Australians, people with disability, and people from diverse cultural backgrounds.

Applications should be addressed to Veronica Sullivan, Online Editor.

Please send a single page cover letter and brief CV (with relevant information only) to veronica@killyourdarlingsjournal.com with the subject line 'Deputy Online Editor Application'. Applications close 5pm, Friday 20 February.