



Internship Opportunity

Art Edited

Maddy Matheson is offering an Editorial Assistant internship at Art Edited. Maddy works with Old Girl Justine Scott at Art Edited. Art Edited is the publishing company for Art Collector and Art Edit magazines. Both are hardcopy quarterly magazines. Art Collector has been offered for over 20 years and showcases the leading commercial contemporary artists across Australia and New Zealand. Art Edit has been around for approximately 8 years, showcasing art and the relationship to interior design.

Details

Location: 2/177 Denison Rd, Dulwich Hill

Type of Internship: Part-time across university summer vacation, combination of term time and summer vacation

Commitment: Flexible timing, ideally 2 days per week, 10am – 4pm

Websites: www.artcollector.net.au and www.artedit.com.au

Responsibilities

The intern will receive an understanding of the development of a publication through the process of compiling weekly newsletters, proofing spreads of both magazines for print, writing for online and print, uploading web content and more.

Key duties include:

- Uploading web content
- Weekly newsletters for both magazines
- Proofing spreads for print
- Writing online articles
- Ad hoc research tasks
- Approving products
- Transcribing interviews

- Keeping on top of tasks
- Checking work email address for updates

Skills and Attributes

No specific experience is necessary.

Ideally the intern will have an interest in contemporary art/ the art world.

The intern should be:

- An independent worker
- Computer proficient
- Eager to learn
- A good communicator

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2021 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 5pm, Friday 13 August 2021