



# ROMANCE WRITERS OF AUSTRALIA

## Position Description – Hearts Talk Deputy Editor

**Position title:** Hearts Talk Deputy Editor

**Volunteer commitment:** 3-4 hours per week (approximately)

**Reporting to:** Hearts Talk Content Editor

### About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### About you

Communicating to our membership and promoting RWAus to the wider public is integral to helping the organisation achieve its vision. In your role assisting the Hearts Talk Content Editor, you'll be required to assist with the creation of the monthly Hearts Talk e-magazine. You will work closely with the Content Editor, Marketing Manager, contributors and proofreaders.

### Responsibilities

- Assist the HT Content Editor with overall planning of HT content and maintenance of the HT content calendar.
- Source contributors, columns and articles for the monthly e-magazine.
- Communicate with columnists and contributors
- Assist with editing and fact checking copy in articles
- Assist HT Content Editor to source proofreaders (if required)
- Assist HT Content Editor with maintaining consistent writing style.
- Share feedback with contributors

### Skills and experience

- Current financial member of RWAus.
- A working knowledge of the organisation's structure.
- A professional background in journalism, or similar is an advantage.
- Experience in editing and proofreading essential.
- Clever and creative writing skills.
- Experience writing and adapting print copy for the digital space.
- The ability to manage and work to deadlines.
- Ability to develop strong relationships across the organisation and with external contributors.
- Excellent communication, organisational, and interpersonal skills.
- An eye for detail.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.

DOCUMENT CONTROL			
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