

EDITOR

Job Status	0.3 FTE (approx. 1.5 days a week)
Rate	\$15,000 per annum
Reporting to	The Pantograph Punch Trust Board
Term	Three-year term with the option of renewal

The Pantograph Punch is an online journal, a series of live events and a hub for smart, passionate conversations.

Our Kaupapa

We believe in the value of the arts, in developing and showcasing talented writers, and in enriching the quality of the critical conversations we're having as a nation.

Launched in 2011, we publish thoughtful and urgent writing interrogating issues related to arts and culture in Aotearoa. Over the next three years, our editorial strategic priorities include strengthening our commitment to upholding Te Tiriti o Waitangi, supporting the diversity of perspectives we publish, and broadening the geographic spread of our coverage.

Role Description

The Editor will be working in collaboration with their Co-Editor, Hannah Newport-Watson, to:

- Develop and lead the editorial vision of The Pantograph Punch
- Lead all editorial activities, including commissioning, developing, and publishing writers' work
- Liaise with our partners as part of our partnership programme
- Manage the editorial team
- Ensure our artistic objectives are met

The key tasks involved in this role include:

Commissioning, developing and publishing work:

- Commissioning writing
- Overseeing submissions and pitches
- Working with writers to guide pieces from inception to draft and publication
- Ensuring diverse coverage in terms of form, geography and voices
- Contributing as a writer where appropriate

Operational activities:

- Uploading content to the site
- Updating style guide when needed
- Managing relationships with writers and external stakeholders like our partners
- Reporting to the board (on a quarterly basis) on editorial performance
- Working with our Social Media Manager to align marketing strategies for each published piece, as well as ensuring the overall marketing strategy aligns with the editorial vision and voice

Special activities

- Delivering occasional writing workshops

People management

- Managing staff writers
- Quarterly reviews with staff writers
- Hiring new staff writers where appropriate in consultation with the Director

Please note that much of this work is undertaken remotely – with applicants from anywhere in Aotearoa welcome to apply.

The Candidate

Our preferred candidate will have a bold vision for the site with a strong idea of the kinds of conversations they would like to be leading, along with:

- At least two years editorial experience
- Demonstrable broad knowledge of the arts sector in Aotearoa
- A range of networks and connections to draw from
- Strong communication skills
- Strong digital experience (particularly with content management systems)
- Relationship management experience
- A shared commitment to the values that underpin our kaupapa

Mentoring and development opportunities will be made available to support the successful candidate into the role, and The Pantograph Punch board commits to a supportive and collaborative working relationship.

Candidates should be able to clearly articulate how they uphold the principles of Te Tiriti o Waitangi in their workplace and professional activities.