

## ***Fine Print Editor sought***



***Fine Print*** is VALBEC's journal for language literacy and numeracy practitioners. ***Fine Print's*** mandate is to keep members informed about activities and developments in the areas of adult literacy, numeracy and language research, project work, policy work and good practice. ***Fine Print*** aims to promote informed debate within the field on theoretical, methodological and policy issues.

***Fine Print*** is produced through the combined efforts of the following production team:

- Editorial Group
  - Rotating convener for each edition
  - VALBEC liaison
  - Commissioning editor
- Typographer company
- Printing company
- VALBEC admin officer

The executive members of VALBEC are responsible for the management of the production team members, liaising with all parties, and financial management.

The VALBEC admin officer is responsible for the processing of invoices, supply of accurate mailing lists, management of extra copies for posting and archiving and updates to the website.

### **Key Selection Criteria:**

1. Demonstrated strong experience and / or qualifications in writing and editing, publishing or related work
2. Extensive experience and knowledge of the language, literacy and numeracy field in Victoria, and knowledge of the national and international fields.
3. Strong ICT, document and file management skills
4. A sound understanding of the issues and challenges facing language, literacy and numeracy practitioners in Victoria
5. Good networks and contacts within the language, literacy and numeracy field
6. Sound research and communication skills
7. Experience working with committees

### **Conditions of employment:**

- VALBEC will employ the Commissioning Editor as a consultant under contract for an initial period of 12 months then ongoing as agreed.
- Remuneration is \$2700 per issue, 3 issues per annum.
- VALBEC will pay the Commissioning Editor a consultancy fee per edition of Fine Print upon presentation of a Tax Invoice with an ABN number
- The Commissioning Editor will be funded to attend two professional conferences per year relevant to the language, literacy and numeracy field as negotiated.

**Please address the selection criteria and forward application to  
The Fine Print Editorial Committee by email to [info@valbec.org.au](mailto:info@valbec.org.au)**

**Closing date: COB Friday 6 October.**

**Enquiries to**

**Sarah Deasey 0401 765 415**

**Linno Rhodes 0402 673 992**

## **Commissioning Editor - Roles and Responsibilities: (including but not limited to)**

- Attend annual VALBEC planning day
- Set production schedule for the year and circulate to Editorial Group, Typographer and VALBEC admin officer
- Meet with Editorial group twice (or as required) each edition to identify and /or confirm possibilities for articles / themes / writers
- Each edition of ***Fine Print*** should be between 32 – 40 pages in length, including:
  - Front cover with volume issue details, and features summary
  - Contents page
  - Editorial, written by commissioning editor or a guest editor, i.e. a VALBEC Committee member, Editorial group member or academic from the field.
    - **Features and regulars:**
      - 3-5 feature articles of between 2- 4000 words, commissioned for Fine Print or re-printed articles. The editorial Group will be consulted as to whether a section is left out of an edition if there are no appropriate articles available.
      - Practical Matters, Numeracy Matters, Technology Matters. Open Forum, What's Out There? Beside/Beyond the Whiteboard, Provider Profile / Foreign Correspondence
      - Other images and illustrations to accompany Practical Matters or other articles; images for use of the front cover; images provided by authors to accompany text. All articles will be accompanied by a brief biographical paragraph about the author with photo, if possible.
- Approach identified writers with appropriate briefs for articles and seek out other possible writers for identified topics or themes. Provide list of format requirements to contributors
- Conduct interviews, research and write an article when appropriate
- Investigate other journals, research websites for possible articles to re-print as appropriate
- Edit articles for content and liaise with writers to ensure articles are of an appropriate standard / length and written to the agreed brief
- Write editorial or invite guest editor to reflect contents and themes
- Prepare a list of contents in order of publication including full title, author name and filename of each item.
- Liaise with convener as to copy deadlines for proofreading and compile list of edits for Layout
- Seek out a cover image and forward to Layout
- Forward list of contents to VALBEC admin officer for eVALBEC
- Send front cover information, other images and brief to Layout
- Send addresses of contributors to admin officer for mail out and database
- Check final layout proofs, including advertisements and inside/outside covers