ROLE DESCRIPTION

Role Title: 2017 Hermes Editor

Reporting to: Executive Assistant – Sales and Marketing

1. PURPOSE

Hermes is the oldest literary journal in Australia. In this role, Editors work as a team and with The USU Creative Awards staff in the production of this esteemed publication.

This year Hermes has been included in a brand new and exciting collaboration called THE USU CREATIVE AWARDS. The USU Creative Awards is collaboration between previously separate programs; Verge Awards, Hermes, Band Comp and DJ Comp.

Hermes will be acting as the printed creative catalogue and publishing a wider and more diverse range of student works in 2017.

The Editors are specifically responsible for:

- Reviewing submissions received via The USU Creative Awards
- Managing and filing submitted works
- Shortlisting works alongside Industry Professionals
- Proof reading submitted works and making them ready for Design
- Proof reading draft designed versions of the catalogue before it goes to print
- Effectively communicating with contributors
- Effectively communicating with USU Staff
- Editing contributors works as required
- Managing contributors to meet production deadlines
- Meeting all production deadlines set by the Creative Awards Team
- Assisting with the event management of the Launch Event as part of the USU Creative Awards in October 2017
- Hosting the launch event alongside the Creative Awards team
- Promoting the program to peers in the University Community to solicit submissions for Hermes
- Attending weekly or fortnightly meetings and any ad-hoc meetings that may arise
- Attending and contributing to meetings with USU Design, Marketing and Awards teams
- Sharing and posting on their designated FB event created under the USU Page to maintain and increase engagement.
- Assisting with the editorial layout, pagination and design briefs as required
- Complying with all relevant USU policies and procedures
- Committing to spending appropriate and sufficient time in the office in and out of semester
- Committing to attending 1 hour planning session per week
- Completing designated tasks and meeting deadlines as determined in the planning sessions
- Committing to communicating effectively and consistently with each other and with the Creative Awards team, including possible involvement in a Facebook group
- Committing to planning and attending the launch event
Hermes Editors need to be students who are engaged with the University community. Producing this publication will involve high levels of attention to detail, coordination and working closely with key internal stakeholders as well as fellow students.

2. KEY PERFORMANCE INDICATORS (KPIs)

- Proof reading and editing to ensure consistency and that all grammar, spelling and punctuation is correct. This includes initial edit with contributor and at least 2 rounds of proofing post-design
- An error rate of less than 3 when the final draft is submitted to MarComms for final sign-off
- Clear, consistent and timely communication with all contributors and staff involved.
- Meet all deadlines
- Accurate filing of submissions and related documents
- Adherence to the USU Strategic Plan

3. General

The USU appointed Hermes Editors will report to the Executive Assistant - Sales and Marketing. Hermes Editors work closely as a team to produce the publication. Hermes Editors will also work closely with USU Staff including but not limited to; The Sales and Marketing team, The Programs team, The Design team and the Events team.

Hermes will be reviewed by the Director of Sales and Marketing prior to publication. Material that is defamatory, in breach of copyright or otherwise contravenes the USU’s Constitution, Regulation or policies will not be published.

4. Environment

Hermes Editors work within the Sales, Marketing and Facilities Office - a busy, fun and rewarding space shared with Marketing and Communications, Design, ACCESS, Sales, Sponsorship and Facilities. Hot-desking will be available at certain times and will be covered in your induction session.

5. Selection Criteria – Essential

- Current University of Sydney Student
- University of Sydney Union Membership (current ACCESS member) for the duration of your tenure in this role
- Able to work during the July semester break from the 3rd of July to the 31st of July.
- Demonstrated ability to meet deadlines
- Proven attention to detail
- An interest in publications and design
- Knowledge of the USU and its publications
- Demonstrated written and/or creative design ability
- Ability to work effectively in a team environment
- A commitment to the time required to produce Hermes
• A willingness to comply with the law on copyright and defamation and USU policies
• Willingness to meet the KPIs set for this role
• Computer literacy, specifically MS Word.

Selection Criteria – Desirable
• Experience/studying in the fine art, literature or music industry
• Experience in editing publications
• Demonstrated knowledge of USU and its activities
• Strong understanding of, and interest in, social media