

JG Editor

Jubilee Grapevine is a publication for students across Australia, and friends of the Australian Student Christian Movement, to provide a forum for discussion, stimulation and challenge in a Christian context, encouraging a student voice with an emphasis on being open, ecumenical, active and critical.

Jubilee Grapevine (JG) Editor is responsible for the national magazine of the Australian Student Christian Movement. If the magazine name were to change, the role would remain the same, and the role title would change accordingly. The JG Editor is responsible for the following:

Essential

- Producing three issues of the magazine each year, which entails:
 - Collecting material for publication
 - Editing material to make it suitable for publication
 - Designing and laying out the magazine in an attractive manner
 - Coordinating printing, packaging and distribution
- Forwarding an electronic copy of each issue to the webweaver
- Ensuring one of the three issues is produced in a timely manner for distribution at Orientation Days.
- Managing administrative tasks (eg. ensuring subscription renewals are sent out, liaising with database coordinator re mailing list)
- Ensuring ASCM has copyright permission to use all material published in JG.
- Providing a report to July General Committee meetings

Optional/ Suggested

- Liaising with Friends network to ensure Friends news, and particularly obituaries, are included in JG where appropriate.
- Liaising with local branches to gather local news
- Organising local contacts in each state to solicit contributions for publication
- Writing an editorial reflection for each issue of the magazine
- Coming up with a theme for each issue and providing reflection questions to assist potential contributors gather their ideas
- Personally contacting students, Friends, and those with expertise relevant to an issue being discussed in the magazine, to encourage contributions
- Promoting JG and attempting to increase its subscription base
- Following up anyone who has represented ASCM overseas to ensure they contribute an article about their experience to the magazine
- Liaising with ASCM office bearers to explore ways that they can use the magazine to advance the work of their particular role.

The JG Editor is expected to take on this position for two to three years. An honorarium of \$800 per year is paid to the JG Editor because JG is important in increasing our profile outside of the ASCM, and the significant time investment needed for this role. Associated costs of producing JG, such as printing and postage, will be reimbursed by the ASCM. The JG Editor needs to have access to a computer on which to produce JG, including a pdf writing program. The existing template for JG is available for use, or the editor is free to redesign the appearance of the magazine.