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Fine Music Magazine Sub-Editor leading to Assistant Editor Volunteer Role

Fine Music produces a monthly magazine which gives our subscribers a program listing for the month and articles and CD reviews of musical interest. The *Fine Music* editorial team is looking for a Sub-editor who could be trained to take on the Assistant Editor role.

The *Fine Music* magazine can be viewed on the Fine Music web site.

The responsibilities of the *Fine Music Magazine Sub-Editor/Assistant Editor* include:

As sub-editor:

- To edit and/or proof read articles in accordance with the house style.

As Assistant Editor:

- To assist with forward planning by suggesting innovative and interesting articles
- To assist with the writing of articles
- To take responsibility for a section of the magazine as assigned by the Editor.

Required competencies of applicants include:

As sub-editor:

- A good knowledge of classical music and preferably some knowledge of jazz
- An eye for detail
- Good grammar and syntax
- The ability to improve writing which is not very interesting
- The willingness to follow the editing style set down by the Programming Committee.

As Assistant Editor:

- Writing skills
- A tactful approach when dealing with writers, all of whom are volunteers
- The time to take on the management of certain aspects of the magazine production
- The ability to organise and coordinate aspects of the magazine production.

The role is based at the Fine Music 102.5 offices/studio in St Leonards but the majority of the work is done at home. The position reports to the Editor of the *Fine Music* magazine. This role is flexible but requires a minimum of 10 hours per week. Some availability during business hours is desirable in order to liaise personally with the Editor and Chair of the Programming Committee.

This volunteer role may lead to taking on the volunteer Editor's position in the future. The Editor works under the direction of the Programming Committee and has to liaise with writers, various

other volunteers and staff of Fine Music as well as with the graphic designer and organisations who sponsor the cover and the cover article.

Applications

Candidates should submit an expression of interest which addresses the required competencies listed above, and a CV to the Volunteer Coordinator, Sue Nicholas

volunteer.coordinator@finemusicfm.com

The Organisation

Created by Music Lovers for Music Lovers - Fine Music 102.5 celebrates its 42nd year as a community broadcaster and is the radio station that over 200,000 Sydney-siders and a world-wide audience tune in to every week for a vibrant mix of classical, jazz and contemporary music. The organisation is a not-for-profit cooperative, financially supported by volunteers, listeners and station sponsors.

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