



China Matters wishes to commission an editor!

China Matters is an Australian public policy initiative, recognised at the highest levels of policy-making as a one-of-a-kind undertaking, distinctive for its independence from government, business and academia, and focused exclusively on the rise of the People's Republic of China (PRC) and how it matters to Australia. Please see our website chinamatters.org.au

We are seeking an experienced **editor** to edit our monthly policy briefs (in our series *China Matters Explores*), Young Professionals Stances, and other articles by team members and external contributors. The work will be commissioned on a task-basis.

Duties include:

- Editing our monthly policy brief, op eds and Young Professional Stance pieces to strict publication timelines, this includes structural editing and proofreading
- Assisting in the production process to ensure quality and error free publication, including proof reading, checking images and captions
- Ensuring copy has clarity, and that technical language and complex concepts are clearly understood to an informed reader
- Contacting contributors to provide constructive feedback and suggestions for improvement

Essential criteria:

- At least 5+ years of experience in copy editing for print publications
- Proven track record in editing policy briefs and/or analysis pieces
- Understanding of the PRC with a preference for an understanding of the Australia-PRC relationship
- Excellent editing and writing skills in English
- Self driven, with ability to work collaboratively with multiple stakeholders

Desirable:

- Knowledge of and interest in international policy-related issues
- Degree in journalism, communications, public relations or similar

We offer competitive task-based remuneration. We estimate a need of work spanning up to 10 hours per month.

To apply: Please send your resume and a short cover letter by email addressing the selection criteria above to recruitment@chinamatters.org.au. Please send possible queries to this address too, and use as your email subject title: Editor.

There is no closing date for this role, we recommend submitting your application as soon as possible.