



Position Title: PUBLISHING CADET

Location: Broome, WA (Not negotiable. Applicants must be committed and able to live in Broome, relocation subsidy available)

Working Hours: Full-time (37.5 hours per week)

Reports to: Publisher

This is an Aboriginal and/or Torres Strait Islander identified position under section 50D of the Equal Opportunity Act 1984 - **meaning only Aboriginal and/or Torres Strait Islander people are eligible to apply.**

Position Context

Magabala Books is seeking applications for a two-year cadetship program to work within our publishing team as a Publishing Cadet. This is an exciting opportunity to join Magabala's growing, dynamic team and to support and celebrate the work of Indigenous storytellers, writers and illustrators from around Australia.

The cadetship will provide on-the-job training, professional development, internal and external mentoring and an employment pathway for an Aboriginal and/or Torres Strait Islander person interested in exploring a career in publishing. The cadet will gain experience and skills across all areas the organisation. At the successful completion of the program, the cadet will be offered an ongoing position as an employee of Magabala.

We are seeking a motivated individual, with excellent verbal and written communication skills and strong attention to detail. We encourage applicants with a range of skills and experience to apply (with or without qualifications). This is an opportunity to obtain a strong foundation in publishing and there is some flexibility for the program to be tailored to the successful applicant's distinct interests and skills.

The cadet will work under the supervision of Magabala Publisher, Rachel Bin Salleh, and will receive a wide range of industry support, including mentoring from Indigenous and non-Indigenous publishing professionals and a secondment opportunity at another publishing house.

Position Details

Hours: Full-time, 37.5 hours per week.

Reports to: Publisher

Supervises: Nil

Salary: \$65,000

Contract: 2 year fixed term contract (duration of cadetship)

Benefits:

- 5 weeks annual leave per annum, plus 17.5% annual leave loading on base salary, 1 extra public holiday day per year.
- 12 month's service bonus of \$1000 before tax, pro rata full-time.
- Salary sacrifice packaging available at the discretion of the employee. Up to approximately \$18550 of your before-tax salary may be salary sacrificed. See <https://www.accesspay.com.au/>

About Magabala Books

Magabala Books is Australia's leading and only independent, Indigenous publishing house. Since 1987, we have balanced our relationship to Country and Culture with our status as a national publisher. Based in Broome, Western Australia, we publish Aboriginal and Torres Strait Islander storytellers, authors, artists and illustrators from all over Australia.

We currently publish 15 – 20 titles per year, including children's picture books, junior and young adult fiction, adult fiction, memoir, non-fiction and poetry. Our books and authors have received national and international recognition through literary awards, rights sales and at writers' festivals. In 2020, we were awarded Small Publisher of the Year at the Australian Book Industry Awards.

Magabala's strong cultural foundations and our commitment to developing Aboriginal and Torres Strait Islander writers, illustrators and one-time storytellers, sets us apart from other publishers. Our professional development programs for Aboriginal and Torres Strait Islander writers and illustrators are highly regarded. We also deliver a range of social and cultural initiatives beyond our publishing schedule.

Cadetship Role

The cadet will gain experience across all areas of the organisation, under the supervision of the Publisher. The cadet will primarily provide editorial, administrative and production assistance to the publishing team.

Under supervision, the cadet will be supported to develop skills in the following areas:

- Manuscript submissions and assessment.
- Liaison with authors and illustrators.
- Preparation of biographical data relating to authors and/or illustrators.

- Author and illustrator contracts.
- Creating sales sheets and other title information.
- Sourcing ISBN details, ISBNs, CIP data, barcodes.
- Creation and maintenance of production schedules.
- Organising readers' reports.
- Creation and use of editorial stylesheets.
- All types of editing including:
 - Substantive, or structural, editing.
 - Copyediting.
 - Proofreading.
- Research and fact checking.
- Copyright (CAL), royalties, ELR, PLR, licensing, rights, and permissions.
- Negotiation and management of budgets and timelines with suppliers and managers.
- Pre-press procedures and quality standards, including liaison with external contractors such as editors, typesetters, designers, and printers.
- Preparation and request of printing quotes for both onshore and offshore printers.
- Reprint corrections.
- Processing invoices.
- Circulating comps and advances.
- Appropriate archival, including maintenance of the publishing libraries.
- Responding to phone, email and mail enquiries, including unsolicited manuscripts.

Beyond the publishing team, the cadet will also gain an insight into and experience in the following areas across the organisation:

- Content creation with the marketing team, including for the website and social media.
- Publicity and campaigns.
- Design, including social media and digital assets.
- Award submissions.
- In-house retail and online sales, including reception, bookshop and stock management.
- National distribution through NewSouth Books and other distribution channels.
- Special sales to library suppliers, school suppliers, wholesalers and bookclubs.
- Special projects, including Awards and Scholarships.
- Community projects and outreach, including administration of the Small Seeds program.
- Other duties as directed by the Publisher.

Throughout the two-year position the cadet will be mentored by a range of editors and industry experts across genres. The cadet will be supported to participate in industry events and take up professional development opportunities, including study and online training as relevant.

In the second year, the cadet will complete a two-week secondment at a partnering larger-scale publishing house. This two-week placement will provide insight into a mainstream commercial publishing house and the wider industry context in which Magabala operates.

Skills and Experience

Essential

- Excellent organisational, problem-solving, critical thinking, and analytical skills.
- Strong attention to detail and close-reading skills.
- Excellent English verbal and written communication skills, including grammar and spelling.
- Commitment to and interest in Aboriginal and Torres Strait Islander stories and storytelling.
- Openness and enthusiasm to learn new tasks and engage on-the-job training with a willingness to receive constructive feedback.
- Demonstrated ability to follow directions, learn and understand procedures.
- Ability to effectively manage time to meet deadlines.
- Self-motivated and the ability to work independently and with initiative.
- Ability to work effectively as a member of a small, multi-disciplinary team.
- Ability to complete and follow through on priorities.
- Excellent computer/keyboard skills and competence in Microsoft Office.
- Ability to learn new software.
- The cadet must be prepared to live in Broome, Western Australia.

Desirable

- Administration, secretarial or editorial experience; and/or
- Certificate, Diploma or Bachelor's degree from an accredited college or university.
- Experience using InDesign.
- Experience in any area of the publishing industry or arts and cultural sectors.

How to apply

To apply, please send the following to projects@magabala.com:

1. A letter of no more than 2 pages that tells us why your skills, experience and interest make you the right person for the cadetship.
2. Your resume/CV.
3. 2 referees (at least 1 x professional or educational referee).

Applicants are strongly encouraged to ring Magabala Books and speak with Kate Rendell to discuss the position on (08) 9192 1991, or you can email any queries to projects@magabala.com

Applications close 5pm WST Monday 7 June 2021.

This is an Aboriginal and/or Torres Strait Islander identified position under s 50D of the *Equal Opportunity Act 1984* - meaning only Aboriginal and/or Torres Strait Islander people are eligible to apply. Confirmation of identity will be sought from shortlisted applicants.