

## **Magazine Editor, OD Union, for a pioneering venture**

As members of the OD Union will have read, the traditional Bishops magazine, published quarterly for nearly 100 years, is being discontinued and replaced by an annual magazine featuring only the school activities. This leaves a gap in the communication process between the OD office and members, numbering approximately 7 500 and living in many different countries. Consequently, your committee is addressing the opportunity of pioneering a bi-annual magazine – in print and digital form – as a replacement.

This bi-annual magazine will be in addition to and an extension of the weekly email newsletter which has attracted much positive comment and which will shortly be upgraded in design and content terms. The committee view both the proposed magazine and the newsletter as important tools – and an exciting opportunity - for keeping in touch with members, in providing a networking service for members and in building the OD “brand”.

Consequently, a key position to be filled will be that of editor and the OD committee are inviting expressions of interest from OD members who meet the skills, experience and job criteria.

The successful applicant will be primarily responsible for:

- Working closely with the OD committee and feedback from ODs to establish ideal content requirements, notably in respect of people news and networking opportunities.
- Delivering the magazine’s content according to agreed policy, budget, appropriate timelines, the highest editorial standards and mutually-agreed readership/response targets.
- Planning the content, establishing and managing a network of content sources to ensure appropriate copy and photographic content flow, managing adherence to style in respect of both content and design, for timeous delivery to the printers.
- Taking responsibility for the production process, both print and digital, and for liaison with the printers.
- Working closely with – and reporting to - the general manager of the union and taking responsibility for ensuring appropriate co-ordination of communication goals, including balancing newsletter and magazine content appropriately – with an

emphasis on timeous planning, considerate leadership, effective organisation and disciplined control.

- Understanding the history and ethos of Bishops and the OD Union, such that this is reflected in the content – and complying with media law and ethics.
- Meeting the traditional Bishops standards of teamwork and communication, to help create a positive, tolerant and harmonious work environment, dealing with people in a helpful, courteous and respectful manner and actively providing constructive feedback to ensure understanding and open relationships.

Essential skills and experience:

- Magazine editing experience;
- A clear and agreeable writing style and copy editing experience;
- Experience in magazine content planning, including commissioning content (both paid and unpaid);
- Experience working closely with clients, providing a customized service and adapting to their changing requirements;
- A demonstrable interest in photography;
- A passion for the role of the OD Union.

What's in it for you?

This is an exciting, interesting and rewarding opportunity to work on a pioneering project for OD members. While two editions per year imply a part-time work programme, there will be year-long responsibilities, notably in respect of planning, co-ordination and content sourcing. The employment contract and remuneration will be structured accordingly

Interested candidates with the right skills and experience should please submit a covering letter detailing your salary expectations along with your CV and tell us why you'd like to join the OD Union leadership in playing an important role in the lives of the members. These should please be addressed to the ODU at [odu@bishops.org.za](mailto:odu@bishops.org.za) by 15 July 2017.