



Publications Editor

One of Australia's leading independent schools for boys, Scotch College is renowned for its innovation in teaching and learning, exceptional facilities, and its commitment to offering a broad education to develop each boy to his full potential.

Commencing in January 2025, this full time, permanent position provides an opportunity for a creative and dynamic Publications Editor to join the Communications and Marketing team. Reporting to the Director, you will play a key role in shaping the direction, content and editorial of the College's numerous publications and news sharing platforms. You will have solid editorial experience and understand how to create engaging content for your readers. You will enjoy writing and coordinating the production of the College's biannual magazine, managing the content and production of the annual yearbook, developing content for the College's new website, intranets, prospectus and brochure suite, and managing various other publications and programs.

The successful applicant will have:

- Solid editorial experience and an understanding of how to create engaging content
- Project management skills and the ability to coordinate content from various stakeholders to produce high quality publications in a timely manner
- High degree of discretion, diplomacy and tact
- Excellent interpersonal and communication skills, with the ability to build relationships across all levels of the school
- Relevant tertiary qualifications and experience
- Relevant qualifications and/or training in child safety and wellbeing

Some of the many benefits of working at Scotch College are:

- Extensive resources and facilities
- Opportunities for ongoing professional and personal development
- Generous leave entitlements
- Staff wellness activities including gym and swimming pool access, yoga sessions and interest groups
- Access to extensive Employee Assistance Program (EAP)
- Easy access via public transport and onsite parking

Applications should be sent to the Director of People and Culture, via email employment@scotch.vic.edu.au, and include a cover letter, CV and the full contact details of at least 3 professional referees.

Closing date: Thursday 28 November 2024 (5pm)

**Scotch College reserves the right to interview and appoint prior to the closing date*

Support of the College's Christian heritage is an expectation of all staff.

Scotch College has been accredited as a Safe School by the Australian Childhood Foundation. All members of staff are required to provide referee, proof of identity and academic qualifications checks prior to employment.

