



## ANTHOLOGY MARKETING ASSISTANT

<b>Accountable to:</b>	Anthology Coordinator
<b>Duration:</b>	3 months minimum
<b>Commitment:</b>	2 days/16 hours per week
<b>Location:</b>	Ultimo
<b>Remuneration:</b>	Volunteer Internship

*Do you have an interest in editorial work with a strong background in marketing?  
Are you looking to expand your contacts and portfolio in the media and publishing worlds?  
If so, then this internship opportunity may be for you!*

### **About Vibewire Youth Inc.**

Vibewire Youth Inc. is a dynamic not-for-profit youth organisation that supports young people to shape their world through media, arts and entrepreneurship. Vibewire exists to ensure that young people are included (and able to participate) in conversations that matter.

*Vibewire.org* is an online community for young creative individuals, journalists and entrepreneurs. It's the multi-media platform for young writers, artists and content producers to freely experiment and develop their creative expression. Every six months, we produce a printed version of our best material in the Vibewire Anthology.

As an Anthology Assistant, you will assist in the production, marketing and distribution of the Anthology. We are particularly looking for someone with leadership initiative, business acumen and a background in either marketing or journalism. Opportunities may also arise for you to further develop your skills and move into the Anthology Coordinator position.

The successful candidate will demonstrate a compelling interest in our mission and uphold a highly professional, committed work ethic. The minimum commitment we ask for is three months, although longer commitments are welcomed.

### **Key Tasks**

- Devising marketing plans for distribution purposes
- Coordinating media campaigns and promotions of the Anthology
- Planning and hosting launch parties and fundraisers
- Making contact with distributors and relevant parties (such as festival managers and writing centres)
- Initiating sponsorship deals and partnerships with media organizations
- Organising funding for printing
- Maintaining relationships with past and present contributors and subscribers

- Increasing the amount of contributions via increased promotions of the Anthology
- Supervising editorials and layout
- Submitting content
- Coordinating departmental meetings, setting deadlines and goals for other teams within Vibewire

### **How to apply**

Submit your CV and cover letter to [applications@vibewire.org](mailto:applications@vibewire.org) with "Anthology Marketing Intern – Last Name, First Name" in the subject line (for example, Anthology Marketing Intern – Doe, Jane).

Applications without these materials will not be considered.

Your cover letter should address the following questions:

1. What excites you about Vibewire Youth Inc.? How does the mission resonate with you?
2. Tell us about why you want to be an Intern in this role.
3. What previous experience do you have that is relevant to this role?
4. What are the skills that you hope to develop in this position?