

Position title:	Editor/Proofreader
Reports to:	Senior Mathematician
Positions reporting to role:	Publications Officer
Travel required:	Nil
Effective date:	10 May 2021

About the AMT

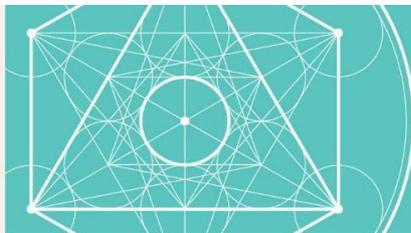
Our vision is to develop a nation of creative problem solvers, and we believe maths is the most effective way to get students there. Here at the Australian Maths Trust we provide high quality mathematical content as competitions, enrichment programs, online teaching resources and books.

Position Purpose

The Editor/Proofreader provides high level advice and day-to-day management of quality assurance of AMT products and publications. This includes professional in-house editing and proofreading services and monitoring the implementation of the Trust's style guide and conventions across competitions, resources and communications. The role is focused on supporting the development, production and dissemination of highly professional products and services for the AMT.

Principal Duties

1. Provide in-house editorial and proofreading services (structural and copy) for all programs and publications, including online materials, ensuring accuracy, consistent language and presentation, and a high level of readability, and managing version control.
2. Provide final print proof approval for all publications.
3. In conjunction with Problems Committee chairs and the Operations Manager, develop, document and manage the timelines for preparation of competitions and other programs, ensuring timeliness of material development and providing feedback on issues.
4. Manage authors' contributions to publications and provide oversight and reporting, including identifying issues and problem solving to ensure timelines are met.
5. Oversee, implement and adjust the AMT style guide in liaison with content writers.
6. Provide support to staff on AMT style to build professional and consistent communication across the organisation.
7. Collect and record all known errata regarding competitions and publications and manage resulting communications with authors, chairs and/or customers as required.
8. Supervise the work of the Publications Officer to ensure proper application of the Trust's style guide across its publications and marketing materials where applicable.
9. Proofread books for reprint, series updates and other documents as required.



Required Skills

1. Demonstrated high level experience in professional and highly accurate editing and proofreading, including spelling, grammar, punctuation, fact checking, and word choice.
2. Demonstrated high level interpersonal, written and oral communication skills with the ability to articulate ideas clearly and fluently with exceptional attention to detail.
3. Demonstrated experience in application of policies, processes, work plans and documentation to ensure compliance and maintenance of professional standards.
4. Proven ability to document, manage and monitor the quality of online and written materials and provide advice and direction to others.
5. Proven ability to juggle multiple priorities and meet timeframes whilst working in a dynamic work environment.
6. Demonstrated sound Microsoft Office skills and an ability to acquire new technical skills.

Desirable Skills

1. Knowledge of or experience with the Australian Curriculum: Mathematics.
2. Experience with mathematical proofreading.
3. Experience with LaTeX, Adobe suite.

Competencies

1. Excellent editorial and written skills
2. High level communication skills
3. Excellent quality assurance skills
4. Initiative
5. Teamwork