

ASSEMBLE

JOB DESCRIPTION

Title: Editor - Assemble Papers
Reports To: Director, Culture & Strategy
Capacity: Fixed Contract, Part time; 3 days/week (potential negotiate on time commitment)

Company Background:

Assemble exists to provide fairer, more financially accessible, and better designed housing in Australia, and we take a socially conscious and patient approach to property development.

Assemble is a build to rent development and community management company focused on delivering affordable housing projects where good design, community, and sustainability go hand-in-hand. Assemble delivers affordable housing through three main commercial models, with the foundation model - the Assemble Model - designed to be an innovative adaption of traditional build to rent where residents are supported into home ownership and offered a five-year tenancy as they prepare. 393 Macaulay Road, our first project to be delivered under the Assemble Model, has been identified as one of Resilient Melbourne's Resilient Communities.

In the spirit of fostering the culture of living closer together, Assemble publishes [Assemble Papers](#), an online and print publication for small footprint living, covering culture, art, design, urban planning, the environment and financial affairs.

We invest in Assemble Papers because it allows us to interrogate ideas and issues important to the business and our mission. Assemble Papers is bigger than us in the sense that it has fostered a far-reaching network of thinkers, doers, advocates, artists and innovators from around the world who are committed to making our cities and buildings better. Assemble Papers continues to put people front in center in the discussion about housing and the built environment and pushes us as a business to do more in our response to critical issues such as urban inequality and climate change.

The publication stands for optimism and the hunger to understand context; to join the dots between the ideal and the practical; to advocate for the local while participating in an international conversation.

Assemble has evolved significantly since Assemble Papers was launched in 2011. What has remained consistent throughout this period of growth and change has been how we have communicated our values and philosophy of small footprint living through Assemble Papers. We believe living in well-designed and considered apartments provides a great quality of life that treads lightly on the planet and fosters community; ultimately helping our cities grow more sustainably.

There are 20,000 copies printed biannually, which are distributed to cafes, shops, galleries, educational institutions and cultural organisations. In addition, Assemble Papers have a reach of more than 30,000 followers across Facebook, Instagram and Pinterest. Assemble Papers is represented at major Australian art book fairs and actively participates and contributes to critical conversations around housing and complex issues that continue to shape our cities, including; Melbourne Knowledge Week, Melbourne Design Week, Open House Melbourne and a long-term partnership with MPavilion's annual four month-long spring/ summer public program.

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Pty Ltd

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Position overview:

As the Editor of Assemble Papers you are responsible for conceptualising, commissioning and delivering Assemble Papers across its various platforms, with the support of the Communications Designer and Assistant Editor. Through your knowledge and networks, you will constantly seek relevant and forefront content ideas, while ensuring and upholding the editorial integrity of the publication.

You are the face and voice of Assemble Papers and will actively promote the values of the publication across both internal and public-facing channels.

Key Responsibilities:

Editorial

- Create and drive the editorial calendar for Assemble Papers, which includes 1 article per week online and 2 print editions per year. The print editions comprise 12-15 articles each, which are also distributed online
- Chair regular editorial meetings
- In conjunction with the Directors, develop the theme and content plan for each print issue of Assemble Papers
- Commission articles, ensuring they have the requisite information to develop the article (including contacts and submission deadlines)
- Provide feedback to contributors on work submitted, coaching them through rounds of feedback and ensuring high quality editorial
- Write and edit articles
- Manage the sub-editing process
- Seek out new contributors and manage relationships with existing contributors
- Final sign off on all editorial ahead of publishing
- Keep up to date on relevant industry trends, issues and news through regular research, reading and event attendance
- Overseeing the final print proofs of Assemble Papers print editions, which will be undertaken by an external proof-reader

Design / Production / Distribution

- Feed editorial deadlines into the master timing plan for each issue
- In collaboration with the Communications Designer, manage the briefing process with the designer for each print issue
- Supply content to the designer in a timely fashion and ensure regular communication throughout the design stage
- Contribute to the Assemble Papers print distribution plan and ensure that it is complementary to the marketing of Assemble's residential projects

Events / Public relations

- Identify and explore partnership, promotion and event opportunities
- In collaboration with the Communications Designer, organise Assemble Papers partnerships and events; including the launch of the print issue
- Regularly attend industry events as the face of Assemble Papers

Social media

- In collaboration with the Communications Designer, manage the Assemble Papers social media strategy
- In accordance with the Social Media Strategy and in collaboration with the Communications Designer, manage the social channels for Assemble Papers



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Resource Management

- Manage and support the Assemble Papers team (including the Communications Designer and Assistant Editor)
- Delegate briefs to the team and promote a sense of project ownership
- Instil a passion for collaboration, teamwork and inspiration throughout the studio
- Consistently pass down insights and understanding to the team to aid them in the generation and fulfillment of new ideas

Reporting

- Ensure the timely completion of the report for discussion at editorial meetings
- Use results to inform content planning decisions and optimise performance of platforms

Skills & Qualities:

- Passionist urbanist
- Exceptional editorial skills and cultural qualifications
- Skilled editor/curator with publishing knowledge
- An ability to develop and nurture long standing relationships with publication contributors
- Demonstrated organisational skills to:
 - manage multi-tasks at the one time;
 - work with limited direction and supervision, but know when it is necessary to ask questions;
 - prioritise work;
 - take initiative;
 - show leadership;
 - demonstrate flexibility;
 - work under pressure/meet deadlines;
 - manage 1-2 staff + 20-30 contributors and contract writers
- Excellent verbal communication skills and stakeholder relations
- Ability to maintain absolute confidentiality regarding all client and internal business information and intellectual property

