

THE PANTOGRAPH PUNCH

# BOOKS CO-EDITOR

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**Workload** Approx 5-7 hours per week  
**Location** Home office/online  
**Term** Three-year term with the option of renewal

The Pantograph Punch is an online journal, a series of live events and a hub for smart, passionate conversations.

## Our Kaupapa

We believe in the value of the arts, in developing and showcasing talented writers, and in enriching the quality of the critical conversations we're having as a nation.

Launched in 2011, we publish diverse writing interrogating issues related to arts and culture in Aotearoa. Over the next three years, our editorial strategic priorities include strengthening our commitment to upholding Te Tiriti o Waitangi; increasing our diversity of writers, and broadening the geographic spread of our coverage.

## Role Description

The Books Co-Editor will be working in collaboration with our Editor-in-Chief and Books Co-Editor Sarah Jane Barnett to commission and edit the books section on The Pantograph Punch.

An important part of The Pantograph Punch is the development of emerging writers. The Books Co-Editor will be expected to assist with this through the editorial process and, on occasion, delivering writing workshops.

Please note that much of this work is undertaken remotely – with applicants from anywhere in Aotearoa welcome to apply. Most day-to-day conversations and our weekly meeting takes place through online platforms like Slack.

The Pantograph Punch is a charitable trust and we are constantly exploring new funding and partnerships avenues. Because of this, we need to emphasise that the Books Co-Editor (as with all our editors) will be remunerated a small fee on a per piece basis (fees are designed on a sliding scale based on the nature of the work being edited).

## The candidate

Our preferred candidate will have:

- At least 2 years writing and editing experience
- Strong awareness of the local and international book landscape
- A vision for the section and the kinds of conversations they would like to be leading and encouraging
- Strong digital experience (particularly with content management systems)
- A range of networks and connections to draw from
- A shared commitment to the values that underpin our kaupapa

## Tasks

As with all section editors, the role of the Books Co-Editor will involve:

75% editing, workshopping and writing

- Commissioning writing at the editor's discretion
- Overseeing submissions and pitches
- Working with writers to guide pieces from inception to draft and publication.
- Ensuring diverse coverage in terms of form, geography and voices
- Contributing as a writer where appropriate

15% administrative support

- Uploading content to the site
- Attending weekly meetings

10% maintaining relationships

- As the books section develops partnerships with institutions and sector stakeholders, it will be the responsibility of the Books Co-Editors to maintain these relationships.