

## Position Description

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The Australian Institute of Architects is a national body representing approximately 11,000 architects across Australia with the purpose of:

- advancing contemporary practice and the professional capability of members
- advocating the value of architecture and architects

The Assistant Editor Knowledge Services (Acumen) is responsible for assisting in the content development of its knowledge subscription service, Acumen, and ensuring its relevance as an educational resource for Institute members and subscribers.

### PART 1

**Position Title**                      **Assistant Editor Knowledge Services (Acumen)**

**Business Unit**                      National Membership Team

**Location**                              Australian Institute of Architects  
41 Exhibition St Melbourne

**Loading**                                The position is 2 days per week, or 15 hours per week  
Fixed term of 6 months

### PART 2

#### Position focus

The focus of this role is to assist with the content generation, content upgrade, editing and publication of [Acumen](#) for members, subscribers, architects and related professionals in line with the strategic objective of developing dynamic knowledge databases for the benefit of members, the profession and the community.

#### Relationships

1. The position reports to the National Editor Knowledge Services
2. The position has significant contact with:
  - (a) Internal Contacts
    - National Editor Knowledge Services
    - Acting National Manager Membership Development
    - National Marketing and Communications Manager and Marcom team
    - Web Developer
  - (b) External Contacts
    - Authors and contributors (subject matter experts)
    - Allied industry and professional bodies related to the built environment
    - Acumen Content Review Panel (ACRP)

#### Key responsibilities

In accordance with Institute policies, procedures and guidelines and working with the National Editor:

- Commissioning and coordinating the writing and review of notes
- Briefing and liaising with authors
- Editing and proofreading notes
- Producing and publishing notes.

## **PART 3**

### **Position Requirements**

#### 1. Minimum Education Requirement

- Relevant tertiary qualification in a publishing or editing related discipline
- Tertiary qualification in an environment or building-design related discipline will be viewed favourably

#### 2. Minimum Experience Requirement

- A minimum of three years' experience in a professional office environment with proven experience in editing

#### 3. Knowledge, Skill and Abilities critical to the performance of the position

- Excellent writing, proofreading and editing skills, particularly the capacity to prepare and edit technical material and publications
- Ability to manage complex production workflows and to stick to deadlines
- Experience working with web and social media
- Experience in publishing
- Excellent interpersonal and people-management skills
- Well-developed time management skills
- Ability to work autonomously and collaboratively in the environment of a professional association
- Sound organisational and administrative skills
- Proficiency in MS Office.

#### 4. Knowledge Skill and Abilities desirable to the performance of the position

- Familiarity with html and CMSs
- Familiarity with issues of architectural practice
- Experience working with or within the built environment sector and the design professions.

## **PART 4**

### **Enquiries and applications**

Please address enquiries and applications to:

Belinda Strickland  
National Editor Knowledge Services  
**Australian Institute of Architects**  
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Melbourne Vic 3000  
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**e:** [belinda.strickland@architecture.com.au](mailto:belinda.strickland@architecture.com.au)