

ROWING *Voice*

Part-time publications assistant jobs, UK

The online rowing magazine Rowing Voice is looking for two part-time publications assistants in the UK to help expand the magazine's business.

Tasks to be shared between the two posts, depending on skills, include:

- administration of the subscription database
- administration for Voice advertising
- proof-reading content
- fact-checking
- writing news stories
- liaising with commissioned contributors
- sub-editing and retyping features
- reporting on major UK domestic regattas
- attending editorial meetings
- assisting with layout and final design of the magazine

Candidates must be computer-literate, self-motivated, willing to learn, have general knowledge about rowing and be interested in publishing or journalism, with a meticulous eye for detail.

Each post involves an average of around 10 hours a week for 38 weeks a year to suit the magazine's calendar, amounting to approximately £3,800 per year. They will suit those with the flexibility to fit in with the publishing schedule, but who have other occupations. The publication schedule is busier in the summer and lighter in the winter.

The ideal candidates will live close enough to Oxford to be able to attend regular meetings there, but will be able to do some of the work from home.

Please apply to voicejob@rowingservice.com, sending a CV and covering letter, outlining which tasks would best suit your abilities, and how the job would fit into your current schedule. The contact details of two referees should be included.

Closing date for applications: Monday 31st August 2009.

<http://voice.rowingservice.com/>