



Call for Expressions of Interest

The Council of ETAWA calls for expressions of interest in undertaking the contract position of Editor, *Year 11 ATAR English Good Answers*. This publication will curate student responses to the ETAWA 2023 Semester 2 Year 11 ATAR English examination, as well as the ETAWA 2024 Semester 1 Year 11 ATAR English examination. The publication timeline aims to have this publication available to schools and individual students in September 2024.

Duties:

- advertise for, appoint and manage the writers of *Good Answers Year 11 English*
- produce briefs for writers, by modifying previous briefs
- determine appropriate timelines so that the publication reaches schools in the last week of Term 3 2024
- determine the best means of identifying appropriate scripts
- communicate with schools in regard to access to appropriate scripts and permission collections
- appoint and manage a typist for the scripts
- appoint and manage a typesetter for the publication
- manage copy-editing of the publication to a high standard
- appoint and manage a proofreader for the publication
- manage the design of the cover
- manage the printing process
- ensure overall quality control at all stages of production
- provide monthly reports to ETAWA Council on the progress of the publication.

Applicants for this contract should provide evidence of:

- successful project and team management
- experience in the production of publications
- ability to meet project and publication timelines
- understanding of copyright law
- high level written communication skills.

Payment: \$3,500 plus 2023 CPI for Perth.

Applications should be sent as a single document attachment by email executiveofficer@etawa.org.au with *Editor Year 11 Good Answers* in the subject line.

Applications close 5pm October 31st.