



# Australian Garden History

## Journal Editor: *Australian Garden History*

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### Position

The editor of *Australian Garden History* is responsible for all the tasks involved in producing a high quality journal – deciding themes and content, finding authors and getting them to contribute, finding images, writing, compiling news and reviews, putting the publication together, design and printing. A designer is employed to achieve the final look and feel of the journal. The Editorial Advisory Committee provides advice and assistance (see below) but the editor has considerable freedom to determine themes and style and content. It is emphasised that the editor is responsible for all aspects of production of the journal and for having it printed and available for distribution on time.

The Society invites applications for the position of editor from people with the necessary skills, knowledge and experience.

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### Employment Type

This is a contract position for a fixed remuneration with no entitlements. The Society does not provide office space or other material support. The editor does not need to be located in Melbourne.

The position may be filled by one person or a team of two people.

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The contract is a fixed term of 3 years. \$30,000 p.a.

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### How to apply

Applications should address the selection criteria, include a cv and nominate three referees. They should be sent to the National Executive Officer at [info@gardenhistorysociety.org.au](mailto:info@gardenhistorysociety.org.au).

Applications close on 31 December 2019

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### Contact for Enquiries

For further information contact the National Executive Officer, [info@gardenhistorysociety.org.au](mailto:info@gardenhistorysociety.org.au) or 03 9650 5043.

PDF files of previous Journal issues are available on request .

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**Mission Statement: The Australian Garden History Society promotes the conservation and awareness of significant gardens and cultural landscapes through engagement, education, advocacy and activities.**

## The Society

The Australian Garden History Society was formed in 1980 to bring together people interested in the history of gardens and gardening. The Society promotes awareness and conservation of historic gardens and cultural landscapes through research, advocacy and members activities. The Society has around 2 000 members Australia-wide with active branches in all states and the ACT.

The Society is an incorporated association under NSW law, and is managed by a National Management Committee (NMC) of elected members and state representatives. It has a national office in Melbourne staffed by an executive officer and a part time membership assistant.

The Society is active in providing a program of events for its members through its branches, publishing the journal *Australian Garden History* four times each year, running an annual national conference and organising tours of historic gardens here and overseas. The Society has published three volumes of *Studies in Australian Garden History* containing fully peer-refereed papers.

It is also an active advocate for its historic gardens and cultural landscapes and prepares submissions to planning authorities, heritage councils, state and federal government departments, local councils and garden owners. It operates an historic garden restoration fund to assist owners of significant gardens and supports research into and publications on heritage gardens and landscapes.

The Society looks at gardens and gardening in their widest form and application, as shown by the range of its research and publications, such as the 2002 *Oxford Companion to Australian Gardens* and three volumes of *Studies in Australian Garden History*. For the Society the word 'garden' is taken to include gardens of all sizes, location and ownership, and parks, avenues of trees and wider cultural landscapes.

See more at [www.gardenhistorysociety.org.au](http://www.gardenhistorysociety.org.au)

## Australian Garden History

The Society's journal is published four times each year. It currently has 36 pages, with full colour throughout and achieves a high standard in content and design. Currently there is little advertising and only a few copies are sold. The journal is very important to the Society. A recent survey of members showed that the journal was a prime reason for people to join and remain members. For this reason a significant part of the Society's budget is devoted to the journal.

The Society's members have varied interests and the journal has to reflect this by printing a range of articles, news and views, from the academic to popular and theoretical to practical. Art, history, literature, science, the common and the uncommon are all featured in the journal. While the stories and news are mainly Australian, international stories also appear. The Australian stories aim for a balance across the states and themes. The style is serious but entertaining and the design is contemporary. News stories include Society business and projects, and other relevant and interesting stories from around the world. Similarly the review section keeps members informed on what is being published on garden history and related topics here and overseas. Communicating with members is an important function of the journal.

The NMC and members are happy with the current style and content of the journal. However we expect that a new editor will bring his or her own views, attitudes and experience to the job and that the journal will reflect this.

The Society also publishes *Studies in Australian History* which contains fully refereed academic papers. Three volumes have been published and the NMC intends to proceed with a fourth after it considers a report at the end of the year on the best arrangements for meeting the needs of academics wishing to publish on garden history topics. NMC intends that serious academic work should be published in *Studies*, leaving the journal free to publish material which, while some of it is serious, is not presented as academic work and accordingly uses a style which is accessible to a wide readership. The journal editor is not responsible for *Studies*.

## Key Responsibilities

- Plan the themes or contents for each volume of four issues for NMC approval
- Determine the content of each issue and find writers to contribute
- Ensure that writers submit good copy on time
- Write, edit, compile news and reviews, find images, proof read, manage copyright issues and credits
- Work with the designer and printer to ensure high quality in the publication
- Ensuring the timely delivery of the Journal by close liaison with designer, printer and Australia Post
- Negotiate a budget with NMC and manage costs and revenue in accordance with the budget
- Liaise with the advertising sales manager and NEO and print advertising which is in accord with NMC guidelines.
- Liaise with the EAC on each issue and report in writing to the six meeting of NMC.
- Maintain the journal Instagram account

The editor reports to the NMC. The editor is expected to gain a broad knowledge of the Society and its branches and activities, and to attend the annual conference (expenses paid by the Society).

The editor should be able to provide advice on how to publish on print and electronic platforms. At present, all issues each year are posted on the Society's website and available for purchase. The editor will be required to provide journal material for the Society's website, such as index, abstracts, covers and images. The Society does not usually pay for contributions to the journal.

## Editorial Advisory Committee

The EAC advises and assists the editor by reviewing published editions of the journal, helping to plan the next volume, soliciting some articles and providing other advice or assistance which the editor may seek. The EAC is an expert committee and deals with issues of content, style, direction, criticism of the journal and technical issues. Although its primary role is to advise the editor, the EAC may also respond to requests for advice from the NMC, or bring issues of concern to the attention of the NMC. It does not have a censoring or reports monitoring role, and does not interfere with the independence of the editor. The EAC has six members with expertise in publishing including editing, production, scholarly research, publicity, design, and professional

## Key Selection Criteria

- Extensive knowledge and experience in publishing which is relevant to producing *Australian Garden History*
- Knowledge, from a historical perspective, of gardens, landscape architecture, horticulture, cultural landscapes or similar, and contacts in these areas
- Demonstrated ability to plan content and commission articles and follow up
- Demonstrated experience in producing a publication on time and on budget
- Ability to work with designers and printers to produce a high quality publication