

THE PANTOGRAPH PUNCH

# VISUAL ARTS CO-EDITOR

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**Workload** Approx 8-10 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 our communities are having. We're passionate about publishing intelligent, thrilling work that sparks conversation, and we have a particular emphasis on arts writing, including personal essays, criticism, reviews, interviews and analysis.

Launched in 2011, we've grown to encompass diverse writing that speaks to the arts and culture scene 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 Visual Arts Co-Editor will be working in collaboration with our Editor-in-Chief and Visual Arts Co-Editor Lana Lopesi to oversee this section on The Pantograph Punch. Their main responsibility will be to commission, edit and develop high-quality coverage of Aotearoa's visual arts scene while maintaining the organisations values, including upholding Te Tiriti o Waitangi.

An important part of The Pantograph Punch is the development of emerging writers across Aotearoa and within the regions. The Visual Arts Co-Editor will be expected to assist the development of art writers 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.

While governed by an external Board, on a day-to-day basis the Pantograph Punch has been successfully run on a collaborative model where decisions are reached through consensus. The Visual Arts Co-Editor will be expected to participate in this process. All of our sections Editors report to the Editor-in-Chief, Lana Lopesi.

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 Visual Arts 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
- Fluency in local and international contemporary and visual art
- A vision for the section and the kinds of conversations they would like to be leading and encouraging
- Some digital experience (particularly with content management systems)
- A broad range of art networks and connections to draw from
- Be committed to the values that underpin our kaupapa

## Tasks

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

75% Editing, workshopping and writing

- Commissioning writing on particular topics and exhibitions at the editor's own discretion
- Overseeing unsolicited submissions and pitches
- Working with writers to guide articles from inception to draft and publication.
- Ensuring diverse coverage in terms of art form, geography and voices
- Writing pieces across the section, using editorial oversight to determine where attention should be paid and what pieces should take priority.

15% Administrative support

- The Visual Arts Co-Editor role also requires the uploading of content to the site (typically a task split among the editors, with the understanding that the editor working on a piece will be the person uploading – or where the writer is also a member of the editorial team, then the writer will be responsible for uploading). This also involves promoting content on social media (another task currently split across the editorial team).
- Attending weekly meetings.

10% Maintaining relationships

- The Visual Arts section has a number of partnerships with institutions and sector stakeholders who help fund the site. It is responsibility of the Visual Arts Co-Editors to help maintain these relationships.