



Expressions of interest are invited for an

ISCAST Research and Publications Director

initially two days per week for one year.

ISCAST is seeking to employ a Research and Publications Director who will relate to writers and institutions, and who will create and manage ISCAST publications including website content and book production.

The Research and Publications Director will be responsible for ensuring the quality and scope of published material that will serve the needs of our various constituents. ISCAST publications range from books and academic articles to material suitable for students who visit our site. This person will also build relationships with universities and theological colleges.

This position is likely to be filled by someone with an academic background who has published in the academic sphere and will be comfortable relating to academics as well as able to prepare material for a general audience.

Expressions of interest are invited before March 31, 2021.

Background

For many years ISCAST has published book reviews, opinion, and peer reviewed articles on the ISCAST website as well as books and booklets. We also publish on Facebook and Twitter. ISCAST now needs a creative person to increase the reach and the quality of our material and to make connections with relevant academic institutions.

Working for ISCAST

For over 30 years in Australia, ISCAST has published material and promoted conversations and events focussed on Christianity and the sciences. It is now time to appoint a Research and Publications Director to work with the ISCAST team. In 2021 there will be four part-time staff on board. We will all be committed to the ISCAST mission and we will form a dynamic and mutually supportive team. More about ISCAST, including our history and our Vision, Mission and Values statement, can be found on the website.

Responsibilities

- You will be responsible to the Executive Director.
- You will manage and contribute to ISCAST digital and print publications.
- You will foster relationships with people who contribute to ISCAST publications.
- You will develop strategies for ISCAST publishing and research.
- You will edit documents for publication ranging from short reviews to books.
- You will be happy to take on other tasks as required.
- You will work an average of two day per week, although the demands may fluctuate from week to week.

Requirements

- You will be committed to the vision and mission of ISCAST.
- You will have an excellent grasp of English; be able to write clear, concise prose.
- You will be a creative self-starter; you will take the initiative.
- You will have excellent oral and written communication skills.
- You will be familiar with MS Word and other applications.
- You will have a keen eye for detail includes the ability to notice errors in this document. If you have not noticed some, then this is not the job for you.
- You will be technically competent.
- You will have excellent organisational and planning abilities.
- You will provide your own laptop.

As well, you may have professional editing and proofing experience; you may have experience with InDesign; you may have run events; you may have managed a website; you may have written grant applications; you may have developed academic curricula; and you may have IT skills.

Expressions of interest

Please email ISCAST Executive Director Chris Mulherin with a brief resume including academic qualifications & relevant experience. Please include a one page covering letter explaining why you would find this role satisfying, why you think you would be suitable for it, and why you would like to work for ISCAST. Also list three referees and their contact details.

Please also list any errors and inconsistencies in this position description. Please include grammatical suggestions for improvement of this text.

For further information, don't hesitate to contact Chris on ChrisMulherin@ISCAST.org or 0431 330 380.