



Call for applications

EDITOR, *NEW ZEALAND INTERNATIONAL REVIEW*

Services required

The New Zealand Institute of International Affairs (NZIIA) is an independent, non-governmental organisation that fosters discussion and understanding of international affairs, especially as they relate to New Zealand. It does this through events, research and analysis, communications and publications.

Since its inception in 1976, the *New Zealand International Review* has been one of the flagship vehicles for undertaking this work, published as a magazine every two months with articles on international affairs relating to New Zealand. The current editor is stepping down after a long period, and the Institute is appointing a new editor to oversee the magazine's continued publication to a high editorial standard.

The magazine's audience includes both subject specialists and interested non-experts with an interest in international affairs. In particular, the publication aims to cater for mid-career decision makers in the international affairs community, including Government, non-governmental organisations (NGOs), academia (including students) and business.

The core elements required are:

- Responsibility for the planning, production, design and publication of the magazine, including its editorial content according to the publication's editorial policy and terms of reference,
- Sourcing and editing approximately 30,000-32,000 words of copy every two months (made up of articles and side matter) and associated royalty-free imagery for publication in the magazine to high editorial standards. The content will be written by subject matter experts, including potentially the editor, as appropriate. Author contributions are produced free of charge.
- Project managing the colour design and publication of the magazine to facilitate online (and possibly hard copy) reading, consistently delivering the publication on time and within budget.
- Monitoring new technologies and advising NZIIA on good practice for design and digital publishing of the magazine.
- Seeking new revenue streams for the publication, both through online and sponsored editions.
- Assisting NZIIA to promote readership and contributions for the magazine through its broader communications, including via social media and other digital channels (encompassing audio visual materials).

- Preparing annual reports on budget, readership and operation of the magazine for the Executive Director to present to the Board and NZIIA members via the Annual Report.
- Maintaining the editorial independence of the magazine, while ensuring that the publication's content contributes to the NZIIA objectives and strategy, meets with the NZIIA Constitution and editorial policy, is legally compliant and does not pose undue reputational risk to the Institute.
- The Editor will be responsible to the Executive Director, who reports to the NZIIA national Board.

About the candidate

- The role will suit an organised and motivated self-starter, capable of working independently and collaboratively, especially with the Executive Director, and National Office Administrator, to achieve goals.
- The required candidate will desirably have editing and design experience, and be technologically adept to advise on and use emerging technologies in these areas.
- The candidate should have a good knowledge of international affairs as they affect New Zealand gained through academic and/or professional experience (ideally in an academic, thinktank or Government setting, or similar).
- The candidate will ideally have networks across the international affairs community in New Zealand and elsewhere, including potential contributors in academia, NGOs, business and Government.

Fee levels

A payment in the range of \$4,000-\$4,500 (GST inclusive) per published issue of the magazine would be made, depending on the appointee's experience and skills. There would be up to six issues per year.

Subject to confirmation of a services contract signed by the NZIIA and the designated appointee, an appointment will be made for an initial period of twelve months, and open to renewal.

The NZIIA will make available as required relevant software tools such as access to Microsoft Office and other software subscriptions relevant to the publishing and distribution of the magazine.

How to apply

Please submit a cover letter and CV to Hamish McDougall, Executive Director, NZIIA by email nziia@vuw.ac.nz by 16 July 2025.

Any questions can be addressed to Hamish McDougall at nziia@vuw.ac.nz.
