

Editorial & Production Coordinator- Melbourne based

The GML Heritage Group is one of Australia's leading heritage consultancies. GML Heritage in Sydney and Canberra and Context in Melbourne, have over 30 years of experience and a reputation that sees us working on some of the most interesting and challenging projects in heritage.

We strongly encourage you to visit our websites at www.gml.com.au and www.contextpl.com.au to find out about the exciting work we do.

We share a commitment to provide heritage advice and services that are founded on bold thinking, intellectual rigour, industry best practice and effective community engagement.

GML Heritage was recently recognised with the Best Heritage Consulting Firm (<\$30m revenue) honour at the 2020 Client Choice Awards, and our projects and staff continue to win awards for innovative advice and solutions.

Our people are creative and committed specialists including archaeologists, architects, historians and built heritage experts.

We are looking for an experienced Editorial and Production Coordinator at Context in **Melbourne** to support the national team. If you meet the selection criteria, we would love to hear from you.

The successful candidate will have good experience proofreading and report production experience preferably gained in a professional services organisation or another commercial organisation.

You will need to have excellent time management and be a self-starter.

Obviously you will have an extraordinary eye for detail and love working in a fast pace environment.

Based in Melbourne you will work with your Sydney based colleagues to support the national Consulting business.

In return you will get to work in a supportive environment where you can stretch your skills and knowledge working on interesting and engaging projects alongside industry leaders.

Flexible working arrangement will be considered.

If you think this sounds like you please read the position description and send your CV and a cover letter outlining how you meet the Essential Skills and attributes (no more than two pages in total) to positions@gml.com.au. Please include the Job title in the subject line.

Please note only shortlisted candidates will be contacted. Thank you for your interest in working at the GML Heritage Group.