

December 2014

Dear Applicant

**Editorial and Marketing Assistant
Two year fixed term contract**

**Deadline for applications: 12 January 2015
Interviews 20 January at Book Works
Start date: week starting 23 February**

Thank you for your enquiry about the new editorial and marketing assistant position at Book Works.

Please fill in the application form including a short outline of why you think you'd be suited to this job, and what skills and experience you could bring to it (500 words maximum), and email your application together with your CV and equal opportunities form to Jane Rolo at jane@bookworks.org.uk (subject line – editorial and marketing editor position).

We will let you know if you have been shortlisted, and will be interviewing successful candidates on Tuesday 20 January at Book Works.
Due to the anticipated volume of applicants we will not contact you unless you have been shortlisted, so if you do not hear back from us please assume you have not been successful on this occasion.

Please contact jane@bookworks.org.uk if you need any further information

Best wishes

Jane Rolo
Director, Book Works

Editorial and Marketing Assistant for Book Works

Two year fixed term contract

Book Works is an independent art publisher, funded by Arts Council England, and based in Shoreditch, central London.

We are looking for someone to join our team as an editorial and marketing assistant, in a new post, to start February 2015.

Deadline for applications: 12 January 2015

Interviews 20 January at Book Works

Start date: week starting 23 February

Job Description

This job will offer an opportunity to work as part of our team here at Book Works, and would be suitable for anyone looking to further develop their skills and experience in editing and art publishing. There will be some initial in-house training given as part of the job. The job will be for a two-year period and are looking for someone who can commit to that period of time to work on specific projects with us.

We believe this position will be particularly suited to someone who would like an introduction to a small arts publisher, and to broaden their skills and experience in editing and producing artists' books and helping promote these publications to our readership.

You will work closely on all aspects of your job with Jane Rolo – Director; and Gavin Overall – Editor and Marketing Manager.

Editing

You will work closely with us on our programme of commissioned publications including:

- Co-ordination of The Happy Hypocrite, working on the current issue with our current guest editor Sophia Al-Maria, and 12 commissioned contributors, and helping with the process of selection for the next guest editor.
- Working on our open submission series Common Objectives (guest editor Nina Power) and G.S.O.H (guest editor Clunie Reid); Co-Series including forthcoming titles with Fatima Hellberg/Cubitt and Ania Dabrowska/Arab Image Foundation; as well as other new titles in our forthcoming programme. You will assist with researching, copy editing, proofreading, obtaining permissions, drawing up contracts for artists, writers, designers etc, researching e-publishing and digital formats and helping with fundraising on specific publications.

- You will also be involved in the development of our new library residencies programme and forthcoming one-day symposium in April 2015 organised by Holly Pester on feminism and archives.

Marketing

You will work on our events programme, including writing press releases, dealing with press enquiries/reviews, and assisting with launches, exhibitions, talks, art book fairs etc. You will help compile our catalogue/website material on new and forthcoming titles, to promote Book Works activities to a general audience/readership.

General duties

There will also be some general administrative and archiving/documentation duties attached to this post, including assisting with fundraising and writing reports for our funders on specific titles.

Job specification

We are looking for someone who has a good general knowledge of contemporary visual art, with a specific focus on art publishing and book production.

- Some previous editorial and writing experience, preferably in art publishing, is essential.
- Marketing/general arts administrative experience is desirable.
- Knowledge and familiarity with Book Works publications would be useful
- Ability to demonstrate good communication skills and an enthusiasm for artists' books is also essential
- We need someone who is highly self-motivated, good at working on his/her own, but also as part of a team

Short-listed applicants

We will give feedback to all shortlisted applicants, however if you are not shortlisted for an interview we will regrettably not be able to give any feedback.

Terms and conditions

3 days a week, subject to negotiation and contract
(preferred days Tuesday – Thursday)

Salary £14,850 (£24,750 pro rata) for a three day week
Normal working hours 10am-6pm, including one hour paid lunch break

17 days paid holiday (inclusive of bank and public holidays)

Probationary period of 3 months

All terms subject to contract

Book Works Application Form
Editorial and Marketing Assistant
Name
Address and postcode
Telephone
Email
Date of Birth
Are you self-employed? Yes/No
If no give details of your current/last employer
Please supply names and address of two referees:
One should be your present/most recent employer (if appropriate)
Name
Position
Address and email/telephone
Name
Position
Address and email/telephone
Should you be short-listed, do you have any objection to references being obtained prior to interview? Yes/No
Reference: Editing and Marketing Assistant / 2015



Equal Opportunities Monitoring Form

Book Works is committed to being an equal opportunities organisation and practices an equality policy aimed at promoting opportunity and access irrespective of identity based on race, colour, nationality, ethnic or national origins, gender, sexual orientation, age, disability, religious or political beliefs, or socio-economic background.

As part of this policy, the following details are collated for monitoring purposes as part of our funding agreement with Arts Council England. We would be grateful for your assistance in completing and returning this form, which will be held independently from your application and kept in strictest confidence.

Gender / Nationality / Age

Gender: Male Female **Nationality:** _____

Age: Under 21 21-29 30-39 40-49 50-59 60-64 65+

Context

Please give the reason for your contact with Book Works e.g. board member, contract of employment, job application, artists' proposal, workshop attendance including name of workshop etc.

How did you find out about this scheme?

For example our website/advertisement/word of mouth/funding organisation/direct from Book Works?

Disability

Do you have a disability you would like Book Works to know about? Yes No

Are you registered disabled? Yes No

Religion or Belief

Do you have a religion or belief you would like us to know about?

Sexual Orientation

Do you have a sexual orientation you would like us to know about?

Ethnic Origin

Choose one section and tick appropriate box

White

British
Irish
Any Other white background

Black, or Black British

African
Caribbean
Any Other Black background

Mixed Heritage

White and Black Caribbean
White and Black African
White and Asian
Any Other Mixed background

Chinese or any other Ethnic Background

Chinese
Any Other Ethnic Background

Asian or Asian British

Bangladeshi
Indian
Pakistani
Any Other Asian background

Any Other Background

If you have ticked a box marked 'Any Other', please give details below: