

**Job Description: Editor, Book Works (UK) Ltd
(3 days per week)**

Salary: £35,000 (pro-rata £21,000) per annum

Permanent Contract, probation period 8 weeks

Location: Book Works, 19 Holywell Row, London, EC2A 4JB

Book Works seeks an experienced new editor to work with the publishing team on a programme of artists books commissions.

You will assist the Director with the commissioning of new publications and projects, and managing the editorial and production process. You will work on new commissions with artists and writers, on projects that are often experimental, and need close reading, developmental edits, copyediting and proofreading, fact checking, and image permissions. You will work with graphic designers and printers on the production and printing of books. The position would require someone with experience of working on similar or comparable texts or publications, as well as an interest in contemporary art, print culture and artists' publishing.

Book Works is committed to making a positive impact to address inequality and discrimination. Through our work, employment and audience engagement, we pursue a programme that foregrounds social justice in the arts. Our programme reflects our desire to work with artists and writers from the global majority who are often unrecognised by mainstream institutions, and those from liberation or historically marginalised groups. You will work closely with artists and writers and play a key role in ensuring our principles of equality, diversity and inclusion are foregrounded in our work. You will also work towards new ways of improving our commitment to climate justice.

In 2023-24 we are working on a number of new projects with: Sophia Al-Maria, Andrew Colarusso, Bouchra Khalili, Amy Ching-Yan Lam, Samia Malik, Harun Morrison, Kamwangi Njue, Sofia Niazi, Roy Claire Potter, Theresa Hak Kyung Cha and Jimmy Robert, Derica Shields, Cecilia Vicuña, and Alice Walter. In 2024 we will announce new projects including a new Open Submission series, and a new magazine.

Book Works is a leading contemporary arts organisation with a unique role as makers and publishers of books. Acting as a national resource for books by artists and those involved in publishing in the arts, Book Works enjoys an international profile as an independent art publisher

Editorial Responsibilities

You will be responsible as a member of Book Works publishing team for helping to shape the overall artistic programme, and

- Assist the Director with the commissioning of new publications and projects by invitation and open call; develop briefs and write open calls for submissions; read and evaluate proposals and manuscripts
- Support the unique needs of each artist/writer commissioned, including through invitation to supply access documents
- Manage the editorial and production process, working with guest editors, co-publishing partners, proof readers, designers, and printers
- Attend regular editorial meetings with the Director, and weekly team meetings to update on the current and future programme

- Liaise with the Director on project budgets and work closely to ensure that budgets are met, and ensure that all contracts with artists and editors are agreed, signed and filed
- Alongside the Public Programme and Communications Coordinator, write content and copy for: press releases, Book Works website and catalogue copy for our international distributor, Idea Books.
- Proof reading of all published material, including newsletters, website copy, and press releases
- Arrange for copyright and image permissions
- Produce quarterly editorial reports for the Director as part of Book Works obligation to report to Arts Council England

Other responsibilities include

- Working closely with the Director to maintain the status of Book Works as a National Portfolio Organisation of Arts Council England; working on other funding applications, and aspects of the business plan
- working with the publishing team on launches, events and press to promote books, and on sales strategies for individual titles
- collaborating on the public programme, including some workshops and lectures, speaking at launches and book fairs

Misc.

- Occasional attendance at Board meetings
- Some travel may be necessary for launches, events and bookfairs
- Occasional research trips (exhibitions, meetings with artists, etc.) will be needed
- Opportunities for training will be available, subject to discussion with the Director

Essential

- A commitment to addressing inequality and experience of enacting social justice principles in all aspects of the role
- At least five years of experience working with artists/writers, in an arts organisation or publishing setting
- Excellent grasp of English and English grammar, and a skilled communicator, verbally and in writing
- BA degree or equivalent experience in the arts/humanities
- Excellent knowledge of contemporary art and literature and ability to identify and nurture new talent, including from artists/writers developing their first book project
- Highly competent with Word, Adobe Acrobat, Email, Excel and other relevant programmes
- Highly competent at managing workflow and keeping projects on schedule and within budget
- Committed to team-work and audience development

Desirable

- MA or equivalent experience in the arts/humanities
- A second language could be advantageous

Editor EO Form

Gender Identity	
Female (inc. trans women)	
Male (inc. trans men)	
Non-Binary (e.g androgyne)	
Prefer not to say	
Not known	

If you describe your gender with another term, please provide this here:	
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Age (on 31 March 2023)	
0-19	
20-34	
35-49	
50-64	
65+	
Prefer not to say	
Not known	

Disability	
Do you identify as deaf or disabled person, or have a long term health condition	
Non-disabled	
Prefer not to say	
Not known	

Neuro-divergent/disability	
Identify as a deaf or disabled person, or have a long term health condition	
Non-Disabled	
Prefer not to say	
Not known	

Ethnicity	
White:	
British	
Irish	
Gypsy or Irish Traveller	
Any other white background	
Mixed:	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed/Multiple Ethnic background	
Asian/Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background	
Black/Black British:	
Black African	
Black Caribbean	
Any other Black background	

Other:	
Arab	
Latin American	
Any other ethnic group	
Prefer not to say	
Not known	

Sexual orientation	
Do you have a sexual orientation you would like us to know about?	
Bisexual	
Gay Man	
Gay Woman/Lesbian	
Heterosexual/Straight	
Other	
Prefer not to say	
Not known	
If you prefer to use another term, please provide this here	

This is an optional question. Please indicate the occupation of the main/highest income earner in your household when you were 14. Guidelines here:

Modern Professional Occupations	
E.g. Teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, actor, artist, musician, police officer (sergeant or above), software designer	
Clerical and Intermediate Occupations	
E.g. secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse	
Senior Managers and Administrators	
Usually responsible for planning, organising and co-ordinating work for finance such as finance managers, chief executive etc	
Technical and Craft Occupations	
E.g. motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver	
Semi-Routine Manual and Service Occupations	
E.g. postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant	
Routine Manual and Service Occupations	
E.g. HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter/waitress, bar staff	
Middle or Junior Managers	
E.g. office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican	
Traditional Professional Occupations	
E.g. solicitor, accountant, medical practitioner, scientist, civil/mechanical engineer	
Self-employed	
Short Term Unemployed	
Claimed Jobseeker's Allowance or earlier unemployment benefit for a year or less	
Long Term Unemployed	
Claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year	