

JOB DESCRIPTION



Job Title	Development Editor	Duration	Fixed-Term Contract (13 months, starting in January 2024)
Division	Publishing	Hours/FTE	36 hours per week
Dept	Digital Media & Publishing	Salary	£35,038 - £38,932 per annum
Reports to	Managing Editor	Direct Reports	

Context

The position sits within the Digital Media and Publishing department. Our list includes exhibition catalogues, collection-based books, guidebooks, research publications, reprints and e-books. We enable the V&A to expand its reach, reputation and impact as the world's leading museum of art, design and performance.

Main Purpose of job

To work with our partner publishers and in-house publishing team to project manage and deliver adult and children's titles in the partner-publishing programme.

Key Responsibilities

To develop, schedule and cost the partner-publishing programme of adult and children's titles

To project manage and deliver material – text and images – to our internal and external partners

To ensure partner books are completed on schedule and to budget

To maintain relationships within the museum and with our partners

To brief and work closely with internal and external Picture Researchers to ensure efficient and timely image sourcing and copyright clearance for partner-published titles

To support the work of the commissioning process, including research

To help prepare proposals and costings in advance of the (PCCG) commissioning meetings

To ensure new publishing fits with brand guidelines

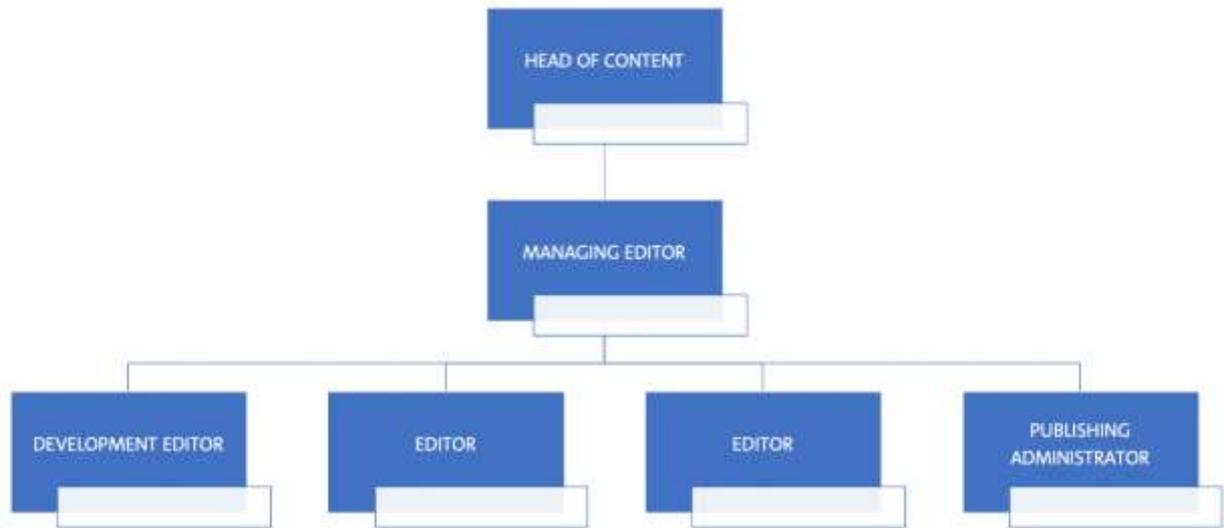
To attend appropriate internal and external meetings. To represent the commercial interests of Publishing and the Commercial and Digital Development division in meetings and in project budgeting, to save costs and maximise commercial opportunities for the V&A.
To ensure all administration (estimate requests, costings, spreadsheets) is up to date

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	Extensive, proven experience of project managing art and illustrated books and managing budgets.
	Excellent editorial skills, meticulous accuracy and a good eye for page design and layout.
	Experience of commissioning and managing freelancers and working with designers.
	Experience of museum publishing environment and its systems and processes.
Core Skills	Excellent standard of written English, with the ability to shape content for different audiences, and good level of numeracy to manage budgets.
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	The ability to use MS Office and other relevant IT systems as appropriate for the role.
	Significant experience of managing and prioritising a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
Behaviours	<p>Respects others' expertise, time, perspectives and contribution.</p> <p>Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes</p> <p>Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development</p> <p>Works with others outside their own department in a collaborative, understanding, and, engaging way.</p>
Desirable	<p>Experience of commercial publishing environment.</p> <p>Experience of working with external publishing partners.</p> <p>Experience of working with broad range of content related to design, craft, fashion and performance</p>

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.