

## JOB DESCRIPTION



<b>Job Title</b>	Editor	<b>Duration</b>	Fixed-term Contract – 13 months (starting mid-January 2024)
<b>Division</b>	Publishing	<b>Hours/FTE</b>	29 hours per week
<b>Dept</b>	Digital Media & Publishing	<b>Salary</b>	£32,157 - £35,000 pro rata
<b>Reports to</b>	Managing Editor	<b>Direct Reports</b>	

### Context

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

### Main Purpose of job

To project manage and deliver exhibition and non-exhibition books in line with the publishing programme.

### Key Responsibilities

To ensure books are completed on schedule and to budget.

To work closely with Production Manager and other stakeholders to establish schedules and budgets, identify and resolve production issues on projects and ensure effective delivery of all materials to Production.

To efficiently brief, co-ordinate and manage the freelance team on each project.

To work closely with curators and authors, together with the Managing Editor and Head of Content, from concept and commissioning, to develop and determine content for the best possible publication.

To exercise a strong visual sense and creativity, and work closely with designers, while keeping in-line with V&A branding guidelines.

To represent the commercial interests of the V&A in internal meetings and in project budgeting, to save costs and maximize opportunities to create revenue.

To brief, provide image lists and work closely with the Commercial Rights & Contracts Manager, the Commercial Rights Executive, or any freelance Picture Researcher, to ensure efficient and timely image sourcing and copyright clearance for V&A exhibition and non-exhibition titles.

To work closely with the Commercial Lead and Marketing Manager to ensure all export licensing, commercial and marketing opportunities for the publishing list are exploited.

To work with colleagues across the V&A, including Exhibitions, Marketing, Press and Design, to ensure a joined-up approach to Exhibition titles.

To consider the Museum as the primary client, while also considering wider trade and international markets.

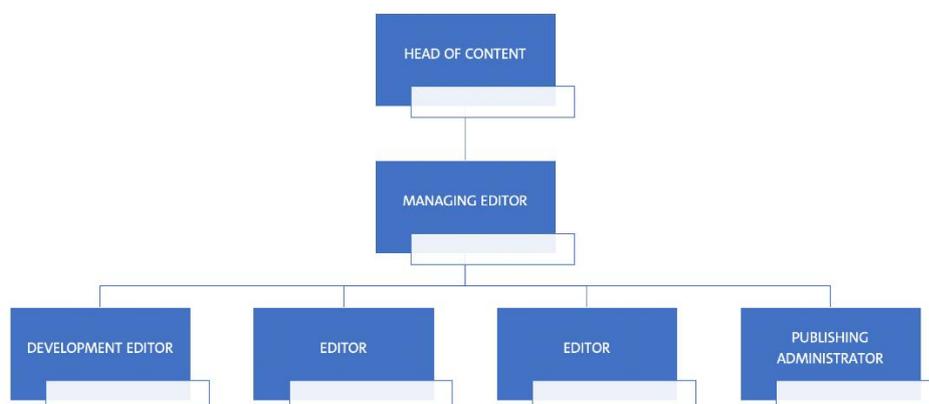


The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.

## PERSON SPECIFICATION

Job Specific	Extensive, proven experience of project managing 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 briefing and working with designers.
	Good working knowledge of InDesign, PhotoShop and Excel.
Core Skills	Excellent standard of written English, with the ability to shape content for different audiences, and good level of numeracy to manage budgets.
	Experience of communicating clearly, with the ability to adapt your communication style for different groups.
	The ability to use MS Office and other relevant IT systems as appropriate for the role.
	Proven ability to manage a high workload and multiple priorities while meeting deadlines.
Behaviours	<b>Respects</b> others' expertise, time, perspectives and contribution.
	<b>Takes responsibility</b> for delivering on actions, achieving high-standards and learning from mistakes.
	<b>Open to change</b> , new ideas and suggestions; looks for opportunities for improvement and self-development.
	<b>Works with others</b> outside their own department in a collaborative, understanding, and engaging way.
Desirable	Experience of museum and exhibition publishing.
	Experience of commercial publishing environment.

## Position in the team



**Hours:** Net working hours (i.e. excluding meal breaks) are 29 per week.

## **Equal opportunities at the V&A**

At the V&A we strive to ensure that opportunities to work and develop at are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. At the V&A we have a good gender balance however in certain departments, such as IT, we welcome female applicants and, in our exhibitions, or development teams, we welcome male applicants.