

February 2012

Dear Applicant

**New Editor for Book Works**

**Deadline for applications: March 5 2012**

Thank you for your enquiry about the new editor's position at Book Works.

Please fill in the application form, and include 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). Please return your written application with your CV, the application and equal opportunities forms by post to:  
New Editor, Book Works, 19 Holywell Row, London EC2A 4JB

(Please remember we cannot accept email/fax applications for this job)

We will let you know if you have been short-listed, and will be interviewing successful candidates on March 19 here 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](mailto:jane@bookworks.org.uk) if you need any further information

All best wishes

Jane Rolo

Director, Book Works

**Book Works Application Form  
New Editor**

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

## **A rare opportunity New Editor for Book Works**

Book Works is a well-respected, 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 editor in a brand new post, to start early May 2012.

**Deadline for applications is March 5  
Interviews for shortlisted applicants March 19**

### **Job description**

This job offers a rare opportunity to work as an editor on our publications, with specific remit to act as a commissioning editor for our journal *The Happy Hypocrite*, to work with artists, writers and designers on challenging and innovative projects, and to further your skills and experience in art publishing.

To act as a commissioning editor for *The Happy Hypocrite* – to produce 3 issues over a three-year period; building on the success of this journal and its Founding Editor, Maria Fusco. To commission and brief all contributors, be responsible for editing and proofing of all material, securing copyright and permissions as necessary, working with designers and printers on the production of the journal, and helping promote the journal with accompanying launches and events.

We are anticipating the next issue to be launched Autumn/Winter 2012.

You will also work with us on our programme of other commissioned publications including our new open submission series *Common Objectives* (guest editor Nina Power) and *Co-Series*: editing and print production, and management of book projects including drawing up contracts, archiving and documentation of material, picture research, securing permissions and researching e-publishing/print on demand formats and helping with fundraising on specific publications.

There will be some general marketing, archiving and administrative duties attached to this post, and you will work closely with Jane Rolo, Director and Gavin Everall, Marketing and Development Manager on all aspects of your job. There will be an opportunity for some specialised training relevant to your post.

### **Job Specification**

We are looking for someone who has a good general knowledge of contemporary art, with a specific focus on art publishing and book production. You will need to demonstrate an ability to find interesting artists/writers to

commission, to initiate ideas and realise projects from start to finish. Experience of commissioning and editing art books is preferable.

You will need to be good at editing texts, researching ideas, handling marketing and events, and demonstrate an accuracy and initiative in all that you do.

### **Short-listed applicants**

If you are invited for an interview we will ask you to give us a brief presentation of ideas for the next issue of The Happy Hypocrite, what currently works in your opinion, and what you might change and develop in terms of existing journal. You will be expected to give some examples of the type of artists and writers you might want to commission in the next issue. Interviews will be at Book Works with Jane Rolo, Gavin Everall, Kit Hammonds (Book Works trustee) and Maria Fusco (Editor, The Happy Hypocrite).

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

### **Terms and conditions**

- Initially a three year contract, probationary period of 3 months
- Salary £16,800 (£28,000 pro rata) for three days per week
- Preferred days: tues/wed/thurs subject to negotiation and contract
- Normal working hours 10am-6pm, including one hour paid lunch break
- 17.5 days paid holiday (inclusive of bank and public holidays plus one extra day for Queen's Diamond Jubilee in 2012/13)
- All terms subject to contract



## 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.

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### Gender / Nationality / Age

**Gender:** Male  Female  **Nationality:** \_\_\_\_\_

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

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### 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.

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### How did you find out about this scheme?

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

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### Disability

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

Are you registered disabled? Yes  No

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### Religion or Belief

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

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### Sexual Orientation

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

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### 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

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#### Mixed Heritage

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

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#### Chinese or any other Ethnic Background

Chinese   
Any Other Ethnic Background

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#### Asian or Asian British

Bangladeshi   
Indian   
Pakistani   
Any Other Asian background

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#### Any Other Background

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