

June 28 2012

Dear Applicant

Editorial and Marketing Assistant

Deadline for applications: 3 August 2012
Interviews 17 August 2012 at Book Works
Start date: mid-September

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 would be suitable for this job, and what skills and experience you could bring to it (500 words maximum).

Please email your application together with your CV and equal opportunities form to Jane Rolo at jane@bookworks.org.uk (subject line – Editorial and Marketing Assistant).

We will let you know if you have been shortlisted, and will be interviewing successful candidates on 17 August 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

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 mid-September 2012

Deadlines for applications: 3 August 2012

Interviews for short-listed applicants: 17 August 2012

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 art publishing. There will be some initial in-house training given as part of the job.

Editing

You will work closely with us on our programme of commissioned publications including: our new open submission series Common Objectives (guest editor Nina Power); our journal The Happy Hypocrite (guest editor to be announced); and 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.

Marketing

You will work on our events programme, including press, launch and exhibitions, talks, art book fairs etc., and assist in the compilation of 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, and you will work closely on all aspects of your job with Jane Rolo – Director; and Gavin Everall – Marketing, Development and Editorial Manager.

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 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, and 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.

Salary £15,600 (£26,000 pro rata) for a three day week.

Normal working hours 10am-6pm, including a one hour paid lunch break.

17.5 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



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:

Please return this form with your application to Book Works, 19 Holywell Row, London EC2A 4JB