

June 2016

Dear Applicant

**Editorial and Marketing Assistant
Two year contract**

Deadline for applications: 4 July 8 2016

Interviews 22 July 2016

Start date: week starting 29 August 2016

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'd be suited to this job, and what skills and experience you could bring to it (500 words maximum), and 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 22 July 2016 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

Two year contract

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, to start end of August 2016.

Deadlines for applications:

Interviews for short-listed applicants: 22 July 2016

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 editing and art publishing. There will be some initial in-house training given as part of the job. The job will be for a two-year period and we are looking for someone who can commit to that period of time to work on specific projects with us.

We believe this position will be particularly suited to someone who would like an introduction to a small arts publisher, and to broaden their skills and experience in editing and producing artists' books and helping promote these publications to our readership.

Editing

You will work closely with us on our programme of commissioned publications including:

- Co-ordination of *The Happy Hypocrite*, working on press/launch events on the current issue with our guest editor Hannah Sawtell, helping with the process of selection for the next guest editor (for Summer 2017 issue).
- Working on our publications in our open submission series *Common Objectives* (guest editor Nina Power) and *Semina* (guest editor Stewart Home); as well as other single titles with Bouchra Khalili, Stephen Sutcliffe, Sarah Tripp, and Gavin Wade & James Langdon; and on our new/forthcoming programme for 2017/18 to be confirmed. 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.
- You will also be involved in assisting with *You Must Locate A Fantasy*, our new library residencies programme, with artists working in Chelsea School of Arts Library and Glasgow Women's Library, and in helping develop and oversee a new blog for our libraries project. In addition we are currently working on a series of artists' books, various events and workshops, and library residencies with the Freedom Festival in Hull that you will be helping with.

You will work closely on all aspects of your job with Jane Rolo – Director; and Gavin Everall – Editorial Development and Marketing Manager; and Paul Sammut – Sales and Distribution Manager.

- Marketing
You will work on our events programme, including writing press releases, dealing with press enquiries/reviews, managing social media platforms, and assisting with launches, exhibitions, talks, art book fairs etc. You will help compile our 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, including assisting with fundraising and writing reports for our funders on specific titles, attending general publishing meetings.

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 and writing experience, preferably in art publishing, is essential.
- Marketing/general arts administrative experience, including working with social media platforms, 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 their own, but 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 (preferred days Tuesday – Thursday)

Salary £15,000 (£25,000 pro rata) for a three day week

Normal working hours 10am-6pm, including one hour paid lunch break, although there will also be occasional evening/weekend work. 17 days paid holiday (inclusive of bank and public holidays), probationary period of 3 months. All terms are 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
Reference: Editing and Marketing Assistant / 2016

Equality Monitoring Form

Book Works is committed to be 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 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.

Context
Please give us the reason for your contact with Book Works e.g. board member, contract of employment, job application, artist's proposal, artist's contract, workshop attendance etc

Gender
Male
Female
Prefer not to say

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

Age
0-19
20-34
35-49
50-64
65+
Not known/prefer not to say

Disability
Yes
No
Prefer not to say

Nationality

Ethnic Origin – please specify for example White – White British/Irish/Any other White background; Mixed/Dual Heritage – White and Black African/Asian, any other mixed background
White
Asian or British Asian
Black or British Black
Chinese
Mixed or Dual Heritage
Any other ethnic group
Not known/prefer not to say

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

**Please return this form to:
Book Works, 19 Holywell Row, London EC2A 4JB**

**Editorial and Marketing Assistant
June/July 2016**