

JOB DESCRIPTION	
<b>Job title:</b> Editor, Afterall Journal	<b>Accountable to:</b> Afterall Publishing Director
<b>Contract length:</b> Fixed term, 2 years with option to extend	<b>Hours per week:</b> 28 <b>Weeks per year:</b> 52
<b>Salary:</b> £34,326 - £42,155 pa (pro-rata)	<b>Grade:</b> 4
<b>Service:</b> Central Saint Martins / Research	<b>Location:</b> King's Cross
<b>Afterall Research Centre</b>	
<p><b>What is the purpose of the role?</b></p> <p>This role offers an exciting opportunity to work as the managing editor of <i>Afterall – a journal of art, context and enquiry</i> in collaboration with an international network of research and editorial partners. You will be an experienced editor with excellent command of the English language and extensive knowledge of contemporary art. Please note that fluency in a second language would also be desirable.</p>	
<p><b>Duties and Responsibilities</b></p> <p>Based at Afterall Research Centre, Central Saint Martins, University of the Arts London, you will join a team of researchers and editorial staff working on One Work, Exhibition Histories, Critical Readers and other projects produced within the Centre. You will be responsible for the following tasks related to <i>Afterall Journal</i>:</p> <ul style="list-style-type: none"> <li>• Supporting the Directors in maintaining and developing international partnerships</li> <li>• Working with Partners and Editorial staff within the Afterall team to research content and secure contributors to the programme of activity</li> <li>• Commissioning and editing texts for publication and dissemination, in line with the Afterall style guide and working closely with an external copy editor on proofing.</li> <li>• Working with the Advertising Director to secure adverts in the journal and on the Afterall website</li> <li>• Liaising with Designers, Printers, Distributors and e-pub producers as required</li> <li>• Working with the Afterall team to devise discursive events, launching each issue of the journal in London and in liaison with our partner organisations located in Antwerp, Toronto and Singapore</li> <li>• Liaising with the Afterall Manager on the production of author contracts and monitoring payment of invoices</li> <li>• Mentoring Research Assistants in securing permissions for reproducing text and images</li> <li>• Mentoring our annual Writer in Residence, and editing the essays they produce for the Afterall website</li> <li>• Working within allocated budgets and to production schedules agreed with the Publishing Director</li> <li>• Maintaining regular communication with the Afterall research, editorial and management team</li> <li>• Developing knowledge in Afterall subject areas, building and maintaining contacts with interested parties e.g. potential research partners, curators, artists and authors</li> <li>• Being an advocate for the Afterall Research Centre and all its publishing projects</li> <li>• Supporting fundraising efforts and grant-writing</li> <li>• Collating press and citation reports</li> </ul>	
<b>General</b>	

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

#### **Key Working Relationships**

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Afterall Directors, Publishing Director and Project Manager
- Overseeing Research Assistants and liaising with research and editorial Partners

#### **Specific Management Responsibilities**

Budgets: Managing budgets set by the Publishing Director

Staff: Research Assistant

Other (e.g. accommodation; equipment):

Last updated: 15 July 2019

**[Include structure chart if available/appropriate]**

**PERSON SPECIFICATION**

Specialist Knowledge/Qualifications	Knowledge of contemporary visual art and theory, with formal training to Masters level or equivalent
Relevant Experience	Experience in art research and publishing
Communication Skills	Communicates effectively orally, in writing and/or using visual media. Knowledge of a second language is desirable.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: 15 July 2019