Editorial Assistant
London WC1

The Paul Mellon Centre for Studies in British Art is an educational charity committed to promoting original, world-class research into the history of British art and architecture of all periods. The Centre (which is a member of the Association of Research Institutes in Art History – ARIAH) has two complementary purposes: to contribute to the understanding of British art and architecture and to act as a research centre for scholars working in this field. We collaborate closely with the Yale Center for British Art, and we are part of Yale University.

This newly created role will provide administrative and editorial support to the Paul Mellon Centre’s two editors, carrying out tasks related to the Centre’s publishing programme and broader communications strategy. The Centre currently publishes eight titles a year in collaboration with Yale University Press and three issues of British Art Studies, plus catalogues raisonnés and other special online projects.

Responsibilities will pertain to both print and digital publishing at the Centre, and to all stages in a project life cycle, from commissioning to planning and production. The successful candidate will also assist with the management of our Publications webpage, developing new curated selections to promote key print and digital titles, and will copy-edit material before it is published on the Centre’s website.

We are looking for someone educated to degree level with a demonstrable knowledge of and interest in publishing and art history/visual culture. You must be able to demonstrate experience in project management, ideally in a creative/cultural setting, and be capable of working independently and within a small team. You should also have experience of successfully managing a large administrative workload and of diplomatically handling correspondence in a professional setting.

Ability to work to deadlines in an organised and professional manner is essential. You will be proactive, self-motivated, and resourceful with excellent communication skills and meticulous attention to detail.

Salary will be in the range £23,000 to £25,000 per annum, depending on experience. The post is full time and the hours of work are 35 per week

Closing Date: The closing date for applications is noon on 13 August 2018.

Interviews: Interviews will be held on Wednesday 5 September 2018.

Please email your completed application form to: recruitment@paul-mellon-centre.ac.uk or by post to the address given on the application form.

Enquiries: Queries about the post should be addressed by email to either of the PMC’s Editors, Emily Lees: elees@paul-mellon-centre.ac.uk and Baillie Card bcard@paul-mellon-centre.ac.uk