JOB DESCRIPTION

Job Title: Editorial Assistant
Location: 16 Bedford Square, London WC1B 3JA
Managed by: Editors

Main Purpose of the Job:

To 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.

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.

Main Responsibilities/Duties:

Print Publishing

Assist with the administration of the submission and peer review processes for print publications – acknowledge and distribute submissions, contact potential peer reviewers, prepare materials for readers, send reports to authors, etc.

Assist with the administration of author contracts

Liaise with authors, freelancers and suppliers

Manage assorted administrative duties such as applying for CIP data, preparing documents for committee meetings, processing invoices and supplying specs and materials to colleagues

Assist with editorial and production tasks such as proofreading catalogue copy and checking plotter proofs

Liaise with our warehouse to manage book orders for authors, colleagues and collaborators

British Art Studies

Assist with organising the call for submissions and the efficient peer review of submissions to the journal.

Assist with the administration of author contracts and copy-editing.
Proof material prior to publication.

Assist with research into workflow processes and possible improvements to administration.

Liaise with the Fellowships, Grants, and Communications Manager to promote the journal through social media.

Assist with research into current IP and Copyright law, and best practice in digital scholarly publishing.

Paul Mellon Centre Communications

Assist with the management of our Publications webpage, developing new curated selections to promote key print and digital titles

Copy-edit material before it is published on the Centre website

Liaise with the Fellowships, Grants and Communications Manager to promote our publications through social media, and liaise with our Consultant Publicist to provide information and materials where required for publicity purposes

Additional Information:

It is expected that employees will develop personal skills and capability through on-going training, as provided by the Centre or elsewhere subject to Centre approval.

It is not possible to cover all potential responsibilities in the job description and it is therefore expected that the post holder will cover tasks that are within their capabilities which are not specifically covered within their job description therefore flexibility is required.

The Paul Mellon Centre for Studies in British Art reserves the right to update and amend the job description from time to time as organisational requirements dictate.

Person Specification

Qualifications
  • Educated to degree level

Knowledge
  • Demonstrable knowledge of and interest in publishing
  • Demonstrable knowledge of and interest in art history/visual culture
  • An interest in or willingness to learn about the field of British art

Experience
  • Able to demonstrate project management experience (ideally in a creative/cultural setting)
• Experience of successfully working independently and within a team
• Able to demonstrate experience successfully managing a large administrative workload
• Experience managing correspondence in a professional setting

Skills/Abilities/Competencies

• Ability to work to deadlines in an organised and professional manner
• Proactive, self-motivated, and resourceful, but also capable of working as part of a small team
• Excellent communication skills and diplomacy in professional correspondence
• Meticulous attention to detail.