

poetry london

Reviews Editor Job Description

Poetry London is an arts charity publishing a leading international poetry magazine, organizing live readings at Kings Place and other events promoting contemporary poetry, including an annual poetry competition. Published three times a year in February, May and September, each issue of Poetry London contains new poetry, reviews, interviews and features. Following the departure of Sam Buchan-Watts, we are seeking to appoint a freelance Reviews Editor to join the editorial team. The fee is £3,045 per issue.

ROLE

The Reviews Editor has responsibility for

- commissioning and editing all reviews and features for all issues of Poetry London, in line with the editorial direction of the magazine as a whole.
- working with the Poetry Editor, Co-Editor, Assistant Editor, Digital Editor and General Manager to manage the magazine and organization.
- the role will include participating in the recruitment and line management of a new Assistant Editor in April 2018.

DUTIES AND RESPONSIBILITIES:

Editorial:

- o Planning an appropriate mix of reviews, interviews and other features for each issue, in line with the editorial direction of the magazine.
- o Keeping up to date with new publications. Working with the Assistant Editor to manage review copies and soliciting publishers for copies of books and pamphlets when not sent.
- o Recruiting and developing new writers for the magazine.
- o Commissioning and editing reviews of works published within the past year and features about the poetry scene.
- o Selecting reviews and features for around 28-30 pages of the magazine.

Correcting and editing reviews and features and writing headlines.

- o Editing copy in Quark Xpress.
- o Liaising with the Digital Editor and the Production Editor over advertising space and editing copy to fit.
- o Liaising with Production Editor to ensure final copy is accurate.
- o Participating in the proofing stage of all issues of the magazine.
- o Writing one or more editorials a year in agreement with the Poetry Editor.
- o Commissioning one of the three lead essays a year in agreement with the Poetry Editor.
- o Attending editorial meetings as required, including copy discussions, 'post mortem' meetings for each issue.

Managerial and Administrative

- o Working with the Editorial team and General Manager in managing and developing the magazine and organisation.

Managing the Assistant Editor in areas of their workload relevant to the magazine's Reviews and Features, including:

Collecting photographs of reviewed writers and biographical notes from contributing writers.

Liaising with the Production Editor in order for copy to be set into Quark.

Creating cover copy for reviews pages.

Sending proofs to writers for review.

Liaising with the Digital Editor to ensure editorial content appears on the Poetry London website.

Liaising with the General Manager to ensure contributors are paid and that related administrative records are held.

Taking the minutes of trustee meetings.

- o Contributing to the sustainability of the magazine by helping write reports or applications for funding and attending meetings with funders as necessary.

- o Developing and maintaining relevant contacts nationally and internationally, and representing the magazine at social and networking events.
- o Attending strategic planning meetings and undertaking management and administrative tasks as required.
- o Working with the editorial team to organise readings at Kings Place or other venues, and helping to host these readings.
- o Participating in the management of the annual Poetry London Competition, including sifting entries and prize giving.

PERSON SPECIFICATION

Essential

1. an established track record as a poet
2. significant experience as an editor and/or literary journalist
3. thorough familiarity with contemporary poetry in the UK and elsewhere
4. varied contacts among poets in the UK and elsewhere
5. excellent editorial and literary skills, including a precise eye for detail and a confident prose style
6. experience of proofreading and/or copy editing and sound IT skills
7. good interpersonal and communication skills
8. the ability to work under pressure and meet deadlines
9. the ability to work flexibly within a team

Desirable

1. experience with another poetry magazine, publisher, or publication
2. administrative and/or managerial experience
3. knowledge of funding in the arts
4. understanding of diversity issues in the arts

APPLICATIONS

Application is by CV along with a covering letter explaining why you are suitable for this position and two referees, which may be submitted by email to admin@poetrylondon.co.uk or posted to the following address:

Poetry London, The Albany, Douglas Way, Deptford, London SE8 4AG

The closing date for applications is 5pm on the 26th of March 2018.

All shortlisted applicants will be contacted on the 30th March 2018.

We apologise that due to the anticipated volume of applicants we will not be able to 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.

Interviews will be held in London at the Poetry London offices in the week commencing the 9th April.

Poetry London is an equal opportunities employer and welcomes applications from all sections of the community.

Please complete the equal opportunities form below and send it to us along with your application.

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Equal Opportunities Monitoring

Poetry London strives to achieve equal opportunities in employment, welcoming applications from people of any race, cultural, ethnic or national origin, gender, sexual orientation, or religious belief, disabled and non-disabled people. Recruitment and selection procedures are monitored to ensure that individuals are selected on merit and there is no unfair treatment.

To assist us in implementing and monitoring the policy, please answer the following questions. Your reply will be treated in confidence; this sheet will be removed before any assessment of your application takes place.

Job applied for:

A Gender male female prefer not to say

B Age (years) 45.....

C Ethnic Origin

I consider my ethnic origin to be:

White British

Irish

Other Please specify

Asian Indian

Pakistani

Bangladeshi

East African

Chinese

Other Please specify

Black Caribbean

African

Other P l e a s e s p e c i f y

.....

I belong to another group/groups Please specify

D Disability

Poetry London welcomes disabled people and is working to implement the Disability Discrimination Act. The Act defines disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to be a deaf or disabled person? Yes [] No []

E Monitoring of Recruitment Advertising

Please state where you saw the advert for this post or how you heard about the job.

Sent to my email.....

Please enclose this questionnaire with your application.

