

# poetry london

## POETRY EDITOR

Poetry London is one of the UK's most prestigious and best-selling poetry magazines. Founded in 1988, it is published three times a year. The magazine's current circulation is approximately 1600.

With the planned departure of Ahren Warner in 2019, we are seeking to appoint a freelance Poetry Editor to lead the editorial team, and to edit the poems for all issues of the magazine from Autumn 2019. The fee is £10,000 per annum.

### JOB DESCRIPTION

The Poetry Editor is the executive editor of Poetry London, with overall responsibility for developing and implementing and the magazine's editorial content and direction. Working in association with the Reviews Editor, supported by the Associate Editor, and reporting to the Board of Trustees, the Editor takes a lead role in the management of the organisation.

The Editor's main duties will be:

#### Editorial:

- 1) selecting the poems for publication in all issues of the magazine
- 2) working closely with the Reviews Editor and Associate Editor to maintain the editorial standards of the magazine and continuing to develop its reputation for excellence
- 3) attracting established poets in the UK and from around the world to send new poems to Poetry London for consideration
- 4) developing the magazine's reputation for seeking out new poets for publication in its pages
- 5) overseeing and hosting Poetry London's launch events, 3 times per year in liaison with the launch venue Kings Place.
- 6) overseeing the magazine's annual Poetry London Clore Prize

- 7) nominating and entering poems for the Forward Prize individual category
- 8) receiving submissions for consideration, and processing those submissions, including their rejection and return, within a period of 3 months.
- 9) preparing poetry copy for publication, including layout and proofreading, in liaison with contributors, the Production Editor, Design Editors and the Associate Editor.
- 10) 'signing off' for the Production and Design Editors on the final proof of each issue
- 11) liaising with the General Manager in paying the contributors appropriate fees

Strategic:

- 1) leading in strategic planning for Poetry London, in partnership with the editorial and administrative team, and the Board of Trustees
- 2) ensuring the magazine's content reflects its policy and reputation for diversity and equal opportunities
- 3) advancing Poetry London's role in widening participation in the culture of poetry in the UK
- 4) maintaining and developing good relations and contacts within the poetry community

Organisational:

- 1) Undertaking operational and task management of the General Manager and the Digital Editor
- 2) sharing in organisational management with other colleagues and staff as required. Key relationships are with Chair of Trustees, General Manager, Reviews Editor, Associate Editor and Digital Editor.
- 3) attending regular Planning, Editorial and Board meetings in London, amounting to a minimum of 9 meetings per year
- 4) liaising with staff at Goldsmiths, University of London, to co-ordinate student placements and organize collaborative events with the magazine, as per the ongoing relationship between Goldsmiths and Poetry London
- 5) working closely with the General Manager, Associate Editor, Reviews Editor, and Digital Editor, to liaise with our core funder Arts Council England (ACE), prepare submissions, and attend meetings as required

6) working closely with editorial and administrative staff, and trustees on fundraising applications and activities

Please Note: Poetry London does not have a budget for travel expenses. As such, all travel to meetings, or to events will be at the Poetry Editor's expense.

## PERSON SPECIFICATION

### Essential

1. an established reputation as a poet
2. thorough familiarity with contemporary poetry in the UK and elsewhere
3. good standing and extensive contacts among poets in the UK and elsewhere
4. outstanding editorial judgement and literary skills
5. good inter-personal and communication skills
6. the ability to work under pressure and meet deadlines
7. the ability to work with a team
8. good IT skills

### Desirable

1. related editorial experience with another poetry magazine, publisher, or publication
2. administrative experience
3. Organisational management experience

## 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](mailto:admin@poetrylondon.co.uk) or posted to the following address:

Poetry London, Goldsmiths, University of London, New Cross, London SE14 6NW.

The closing date for applications is 5pm on the 31<sup>st</sup> December 2018.  
All shortlisted applicants will be contacted by the 21st January 2019.  
Interviews will be held in the Poetry London offices at Goldsmiths in the week commencing 28<sup>th</sup> January 2019.

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.

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.