

poetry london

Poetry Editor

JOB DESCRIPTION

The Poetry Editor is the executive editor of Poetry London, with overall responsibility for developing and implementing the magazine's editorial content and direction. Working in association with the Reviews Editor, supported by the Assistant 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 Assistant 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 (Poetry London commits a third of its pages to poets who have yet to publish a first collection) by attending events and reading widely
5. Organising, programming, and hosting Poetry London's launch events, three times per year, in liaison with the launch venue Kings Place
6. Overseeing the magazine's annual Poetry London Clore Prize, including choosing and approaching a prestigious judge
7. Nominating and entering poems for the Forward Prize individual poem category

8. Receiving submissions for consideration (via post and Submittable), and processing those submissions, including their rejection and return, within a period of three months
9. Preparing poetry copy for publication, including layout and proofreading, and paying the contributors appropriate fees, in liaison with contributors, the Production Editor, Design Editor, General Manager and the Assistant Editor

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, Assistant Editor 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, Assistant Editor and Digital Editor
3. Attending regular Planning, Editorial and Board meetings in London, amounting to a minimum of 12 meetings per year
4. Liaising with staff at Goldsmiths, University of London, to coordinate student placements and organise collaborative events with the magazine, as per the ongoing relationship between Goldsmiths and Poetry London
5. Working closely with the General Manager, editorial and administrative staff, and trustees, to liaise with our core funder Arts Council England (ACE), and prepare submissions, as well as 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, with at least a first collection already published or under contract
2. A creative vision for the future of the magazine with a strong emphasis on cultural leadership
3. Thorough familiarity with contemporary poetry in the UK and elsewhere
4. Good standing and extensive contacts among poets in the UK and elsewhere
5. Outstanding editorial judgement and literary skills
6. Good interpersonal and communication skills
7. The ability to work under pressure and meet deadlines
8. The ability to work with a team, including steering some meetings and encouraging other members of the team
9. Sound IT skills
10. Knowledge of diversity monitoring targets and a commitment to the magazine's ethos of diversity

Desirable

1. Related editorial experience with another poetry magazine, publisher, or publication
2. Fundraising experience
3. Administrative experience
4. Organisational management experience