

Introduction

This pack contains information on the role of **Editor: Print and Online** including the job description, person specification, overview of Photoworks and how to apply.

About Photoworks

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. We do not have a physical venue, but our online channels are always open. Our programme brings new experiences to audiences and opens new ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio.

We partner with organisations and venues across the UK to deliver our programmes. We are a small team of seven full-time and part-time staff, supported by freelancers and artist facilitators.

About the role

This post is an opportunity to collaborate with the Director and curatorial team to deliver Photoworks editorial outputs by producing high-quality, engaging and accessible content for print and digital channels.

About you

You are a highly driven, organised and dynamic individual with a passion for contemporary photography. You'll have an excellent understanding of contemporary photography and have a vision for expanding the remit of Photoworks editorial output. You might not be from an arts background, but you might have experience in publishing or editorial content creation.

We are an equal opportunities employer and welcome applications from candidates of all backgrounds.

- Job title:** Editor: Print and Online
- Position:** Part-time, 2 days per week (or equivalent over a year)
- Location:** England based remote working with the option to be based in our office in Brighton. You must have the right to work in the UK to apply or this position.
- Working hours:** Employees can choose their own start and end times between 8am and 6pm. A standard working day is eight hours including one hour for lunch. Occasionally, evening and weekend working will be required (by prior agreement).
- Line manager:** Deputy Director
- Salary:** £23,000–£25,000 per annum pro rata, depending on experience
- Contract type:** The role is 2 days per week, the contract is initially for 1-year fixed term. The contract includes a 3-month probationary period.

Job Description

We are looking for an ambitious and driven curatorial Editor to deliver our Photoworks Annual, our quarterly online magazine Photography+, and help lead any other digital editorial content that might include videos and podcast series. This is a new position, created to ensure the potential of editorial for Photoworks activity is unearthed and shared.

Working closely with the Director and curatorial team, the Editor will be a dynamic self-starter with a passion for contemporary photography and an understanding of audiences and artists.

The Editor will ensure that all content is rigorously researched, compellingly written and meticulously produced, considering style and brand guidelines, industry standards and digital accessibility.

The Editor will work closely with the Digital Marketing Officer to maximize the reach of Photoworks digital content to support audience development, audience engagement and brand awareness.

Main Outputs

Photoworks Annual

We produce a highly collectable journal every autumn. Each issue drawing content around a common theme, showcases emerging talents alongside established names and pairing writing from the forefront of photographic thinking with expertise from beyond the conventional art world. Our aim is to produce an informed and truly engaging publication, maintaining interest and relevance for years to come.

Photography +

Photography+ is an online magazine published four times a year and is delivered to Photoworks Members and Patrons initially, before it is made available to the public on our website. Photography+ is our primary source for digital editorial content, consisting of written content however it could include video and other media.

Digital editorial

Photoworks is open to explore other avenues for digital editorial, dependent on the talent and passions of the candidate and our audience development strategy which is currently in a new stage of development. Photoworks piloted a podcast series in 2020 'This Image is Not Available' with a framework and concept, with room to shape it further and curate the guests if candidates ambition and skillset aligns.

Main Responsibilities

- Working with the Directors and curatorial team to form innovative editorial ideas
- Managing, writing and commissioning content for Photography+
- Act as a central point of contact between internal and external editorial contributors including the writer-in-residence and copyeditor
- Writing articles and conducting interviews (from short items to full features)
- Picture research and sourcing images
- Proof-reading and thoroughly checking copy for each issue of the magazine
- Copywriting when needed
- Sourcing new freelance contributors and develop relationships
- Writing the Editor's note for Photography+ and drafting text for the mailout to members/patrons.
- Manage online events related to Photography+ (one per issue)
- Curation of guests, research and scheduling of podcast series
- Leading on editorial media content, with some basic editing
- Work with our brand sponsors to ensure all aspects of sponsorship agreements are accommodated
- Establishing and maintaining relationships with PR's

- Maximising and evolve the storytelling potential of the podcast and magazine, collaborating with the Digital Marketing Officer to create content that supports platform growth.
- Managing the editorial budget and liaising with bookkeeper on invoicing

Other

- Acting in accordance with Photoworks policies including diversity, equal opportunities, safeguarding and H&S.
- All Photoworks employees are required to support the organisation's fundraising aims by acting as ambassador for the organisation, supporting relationships with existing and prospective funders, and identifying opportunities.
- As a member of the Photoworks team you will be an advocate for the organisation and will be asked to attend key events and exhibitions in our programme, both in Brighton and elsewhere.

Competencies

Knowledge and experience (essential)

- Experience of working in a similar role (this does not have to be in the arts sector).
- Experience in publishing/editing.
- Knowledge of contemporary photography
- Excellent written and verbal communication skills.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet tight deadlines.
- Good interpersonal and management skills, with an ability to build effective working relationships with a range of colleagues and stakeholders.
- Proven experience of managing a budget.
- Excellent attention to detail.
- Ability to work unsupervised and under own initiative.
- Excellent communication skills, with an ability to produce clear and engaging content.
- The ability to think creatively about storytelling.
- Computer literacy (PC and Mac) and willing to learn new programmes as needed.

Knowledge and experience (desirable)

- Experience of working with artists.
- Experience of working with partners and external contractors.
- Experience contributing to podcasts.

Attributes and personal qualities

- A commitment to, and understanding of, the principles of diversity and representation combined with how to apply them to everything you do at work.
- Strategic and creative thinker, flexible and open to new ways of working.
- Passion for communicating with and inspiring audiences, communities and partners.
- A strong interest in, and ability to anticipate, current and future digital trends.
- Interest in cultural trends.
- Interest in working at Photoworks.

To apply, please email your CV (no more than two pages) and a cover letter outlining how you meet the criteria for the role to jobs@photoworks.org.uk. We also ask that you complete the anonymous monitoring form. Deadline for applications is **9am on Monday 4 July**.