

## **Publications & Editorial Manager, National Association of Writers in Education (NAWE)**

### **Contract Description:**

<b>Job Title:</b>	<b>Publications &amp; Editorial Manager (contract)</b>
<b>Job Terms:</b>	1 year fixed-term contract with the possibility of extension/renewal
<b>Responsible To:</b>	NAWE Director
<b>Office Base:</b>	Home (UK only)
<b>Fee:</b>	£3,600 per year

### **Context:**

The National Association of Writers in Education (NAWE) is an organisation supporting the development of creative writing of all genres and in all educational and community settings throughout the UK. It was founded by writers in 1987 and now has over 1600 members from across the UK and overseas.

Much of NAWE's work is concerned with the practice of teaching creative writing, although it also provides direct services to writers including two highly-regarded publications (*Writing in Education* and *Writing in Practice: the journal of creative writing research*), an annual conference, training courses, networking events, third party insurance and DBS checks. NAWE also produces the highly regarded The Writer's Compass E-bulletin.

NAWE provides support for writers working at all educational levels; in Higher Education it is the subject association for creative writing. NAWE is funded largely by individual and institutional membership fees and by some payments for project management and development work.

### **The Contract:**

This contract is for the management of our two publications, *Writing in Education* and *Writing in Practice*. We are looking for a freelance publications and editorial manager to oversee and manage all aspects of the publication of these two magazines.

1. ***Writing in Education*** is our membership magazine, although also available to non-members. It is published three times a year, currently as a hard-copy magazine but we are considering moving it to an e-magazine format. None of our contributors are paid.

Management of this publication includes the following:

- Call for submissions – working with NAWE Management Committee and NAWE staff to encourage submissions **via Submittable**.
- Assessment – working with the magazine's editorial board to assess appropriateness of submitted articles using a reader's report template.

- Artwork - sourcing cover and other images as necessary and ensuring appropriate rights/permissions are obtained.
  - Book Reviews – working with our Reviews Editor to commission and edit reviews.
  - Article Editing – working directly with authors of articles on editing.
  - Writing a short editorial for the magazine.
  - Additional Content – gathering additional content (typically to include various reports from NAWE colleagues, members’ news, book reviews, advertisements).
  - Overall Editing – working with all providers of copy to produce final version of magazine and with the *Writing in Education* Editorial Board.
  - Typesetting and preparation of PDF files (currently using Quark Express, although we are interested in looking at other models, particularly for e-magazine publishing).
  - Proofreading.
  - For print editions liaising with printers / for e-edition exporting into suitable e-magazine format.
  - Updating relevant pages of the NAWE website with deadlines and information.
2. ***Writing in Practice*** is an open access, online, scholarly journal. It is produced once a year. All articles are double blind peer reviewed and it has its own Editorial Board, with a principal academic editor and three issue editors per publication chosen from the EB. This editorial team deal with the peer review process and rejection or preparation of articles, as well as the issue introduction and the maintenance of the peer review college. None of our contributors are paid.

The journal is published in March/April annually. Most of the work on this journal for this role holder will fall in the two months before publication.

Management of this publication includes the following:

- Call for submissions – working with NAWE Higher Education Committee and NAWE staff to encourage submissions **via Submittable**.
- Overall Editing – working with all providers of copy to produce final version of magazine and with the *Writing in Practice* Editorial Board. Copy will be handed over after peer review and preliminary editing via the principal editor. Cover images will be required for each volume, for publicity and the website.
- Typesetting and preparation of PDF files (currently using Quark Express, although we are interested in looking at other models, particularly for e-magazine publishing).

- Proofreading.
- Updating relevant pages of the NAWE website with deadlines and information.
- Further improving the nature of the open access publication, possibly developing such assets as a print-on-demand facility and DOI capacity for each article, as is commonplace for other online academic journals.

### Person Specification:

The successful applicant will have experience of producing publications in print and online and in working with a range of contributors. They will be able to work to deadlines and to a budget and to work independently. They will have an interest in developing the quality of our publications and an understanding of the challenges of a small cultural organisation with few staff and a large membership.

As NAWE has no office base (staff are based around the UK) the successful applicant will be required to work from a home-office. By agreement, certain day to day costs (telephone, stationery, printing, etc.) will be covered by NAWE.

We promote diversity in our work and welcome applications from all sections of the community. Applicants must have the right to work and reside in the UK.

### Essential/Desirable Qualities and Attributes in More Detail:

#### Knowledge:

	Essential	Desirable
Knowledge of creative writing sector	✓	
Knowledge of community arts sector		✓
Knowledge of higher education sector	✓	
Knowledge of magazine production (print/online)	✓	
Awareness of wider literary / arts sector		✓

#### Work Skills:

	Essential	Desirable
Able to liaise with and commission contributors	✓	
Able to edit	✓	
Able to copy edit and proofread	✓	
Able to work with editorial boards	✓	
Able to work to a budget	✓	
Preparation of print PDFs for publication	✓	
Preparation of online version for publication	✓	

#### General Skills/Attributes:

	Essential	Desirable
Confident communicator in writing and online.	✓	

Strong organisational skills	✓	
Creative and able to work on their own initiative	✓	
Able to develop and support organisational systems		✓

**Experience:**

	Essential	Desirable
Experience of publication production	✓	
Experience of editing and commissioning	✓	
Experience of working with writers	✓	
Experience of working as a freelance writer		✓
Experience of wider literary / arts sector		✓

**Education & Qualifications:**

	Essential	Desirable
Educated to Degree Level or equivalent		✓

**How to Apply:**

Please send by e-mail a **covering letter** outlining your suitability for the position and providing demonstrable evidence of your suitability in relation to the desired/essential qualities and experience, along with a **CV** (including the names and contact details of two referees) to: **Seraphima Kennedy, Director, NAWE Email: [s.kennedy@nawe.co.uk](mailto:s.kennedy@nawe.co.uk)**

Please let us know if we can contact your referees in advance of interview.

If you would like to discuss the role informally before applying, please contact Seraphima Kennedy, Director, NAWE Email: [s.kennedy@nawe.co.uk](mailto:s.kennedy@nawe.co.uk)

**Deadline for Applications is Thursday 8th August 2019 at 5pm.**

Shortlisted applicants will be contacted by 5pm on **Friday 9th August 2019** by email.

Those shortlisted may be asked to prepare a short presentation and will be invited for interview on **Thursday 15th August**. The location will be in London or Birmingham. Please ensure you will be available for this date when applying.

[www.nawe.co.uk](http://www.nawe.co.uk)

**NAWE, Tower House, Mill Lane, Off Askham Fields Lane, Askham Bryan, York, YO23 3FS**