

**Assistant Editor, RA Magazine**  
**Publications Department, Artistic Programmes**  
**Up to £25,000 plus attractive benefits**

**About the Royal Academy of Arts**

The Royal Academy of Arts (RA) is one of the UK's foremost art institutions, best known for its programme of world-class exhibitions. Our vision is to be a clear, strong voice for art and artists. The RA promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

**About the RA Magazine**

Published quarterly, RA Magazine is one of the country's most respected and best-read art and architecture magazines, with a circulation in excess of 95,000. The magazine is primarily distributed to the RA Friends, engaging readers with the RA's diverse activities, exhibitions and artists, as well as the wider worlds of art and architecture. RA Magazine's articles are a key part of the Academy's website, and are supported by regular blog posts and social media.

**About this role**

The Publications team is looking for an Assistant Editor to support the Editor in delivering the magazine each quarter. This is a varied and exciting role that engages across all areas of the magazine, the Royal Academy and the world of art and artists. The Assistant Editor manages the editorial production process, tracking the work flow of the sub-editor and designers, and generates editorial ideas, copy-edits text and writes articles ranging from exhibition previews to artist interviews.

**About you**

You will have at least 2 years' editorial experience in magazines, newspapers or books, and ideally in-depth knowledge of the visual arts. You will possess excellent organisational skills, an eagle eye for detail and journalistic flair. Approachable, friendly and a good communicator, you will be able to forge strong working relationships with colleagues and external contacts including curators, artists and writers. You should demonstrate a genuine interest in the cultural sector and a commitment to the vision of the Royal Academy of Arts.

**Apply**

You must fill in an application form to apply for this role. Please see the 'How to apply' section of our website <http://www.royalacademy.org.uk/careers-at-the-ra>

**Closing date for applications:** 24 May 2015  
**Interviews to be held w/c:** 1 June 2015

## **JOB DESCRIPTION**

**Job:** Assistant Editor  
**Department:** Publications (Artistic Programmes)  
**Reports to:** Editor, RA Magazine

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## **MAIN OBJECTIVE**

To assist the Editor in delivering RA Magazine on time to a high quality and to agreed budgets

## **MAIN DUTIES**

1. To manage the editorial production process of the magazine with the Editor, including scheduling, tracking workflow and liaising with contributors, sub-editor, designers, repro house and printers
2. To work closely with the Editor and advertising team in producing a flatplan for each issue
3. To manage the magazine's editorial production budget in consultation with the Editor and Business Manager, and process invoices
4. In consultation with the Editor, to commission and edit short articles for the magazine, using Adobe InDesign where appropriate
5. To write articles for the magazine and online where appropriate, including exhibition previews and artist interviews
6. To act as picture editor, alongside the Editor, including overseeing the picture budget; procurement of images, in consultation with relevant departments, such as Photographic; negotiating copyright where appropriate; briefing photographers; and briefing designers
7. To co-ordinate all magazine administration, filing and database management
8. To work closely with the Digital team, organising material to be published online, writing blogs and supporting RA content via social media
9. In consultation with the Volunteer Manager, to recruit and manage editorial interns
10. To maintain good working relationships with all the Royal Academicians and the various departments and staff within the Royal Academy to ensure their requirements are fully considered when commissioning editorial, and their opinions taken into account before publication
11. To work closely with the Editor to ensure that the magazine's Editorial Board receives papers and documents in good time and is kept abreast of any developments or changes to be discussed by the Board
12. Ensure that Health and Safety policies, procedures and regulations are known, understood and complied with by yourself, your team (if applicable) and any contractors, suppliers and all others who work with the team

13. Undertake any other duty which may reasonably be allocated by the Editor of RA Magazine, Head of Publishing Operations or any other senior officer

## **PERSON SPECIFICATION**

### **SKILLS, EXPERIENCE AND QUALITIES**

#### **ESSENTIAL**

- Graduate with at least 2 years' editorial experience
- Demonstrable interest in the visual arts
- Supremely well organised, with knowledge of print production processes; able to maintain work flows to ensure magazine delivery to schedule and budget
- Close attention to detail, including first-class spelling and grammar
- Excellent communication skills: diplomatic, able to communicate effectively with internal stakeholders and high-profile contacts
- Strong writing skills; can produce engaging content for print and online

#### **DESIRED**

- In-depth knowledge of the visual arts
- Copy-editing experience
- Original editorial ideas
- Picture research experience
- Competency with Adobe InDesign.

## **RA Magazine: Mission Statement**

The RA Magazine is published quarterly to communicate with the Friends of the RA and inspire them to visit and remain loyal to the RA. We aim to enthuse, engage and inform the RA Friends about the art, architecture and events at the RA, as well as art across Britain and abroad.

### **RA Magazine's Mission**

- To inspire and inform our Friends, a broad readership of arts enthusiasts as well as experts.
- To communicate to the Friends the RA's vision as 'a clear, strong voice for art and artists', and offer as 'a place where art is made, exhibited and debated.'
- Within this context, the magazine aims to connect the institution, its history, its students and the Academicians with the wider arts world and to connect the wider arts world with the RA.
- To champion the excellence in the visual arts that the RA stands for in all that we do.
- To be a respected, authoritative voice of the art world and a market leader in our field.
- To publish as a commercial magazine and so maximise profit contribution to the RA, primarily through carrying advertising.

### **Editorial**

RA Magazine's editorial stance is inspired by the diverse and world-class exhibitions at the RA, as well as by its role as a champion for the arts in Britain, a forum for debate in the arts, an art school and a place where art is made and exhibited by some of Britain's foremost leading artists. We write about current exhibitions of historical and contemporary art, new architecture, books and cultural ideas relating to the RA and extending far beyond it. Our editorial and advertising targets a broad general readership of arts enthusiasts, as well as experts, enabling us to publish a commercial magazine that generates profits for the RA. In all that we do, we strive to connect the RA with the wider art world of which we are a part and to be a respected, authoritative voice of the art world and a leader in our field.

### **Advertising**

As with most specialist magazines, the advertising is generally enjoyed by the reader and not seen as intrusive. All major public galleries advertise in the magazine regularly and, amongst the commercial galleries, there is a wide spectrum of artists represented.