

Temporary Production & Listings Co-ordinator
Publications Department
£20,000, plus attractive benefits
12-month fixed-term contract to provide maternity cover

About the role

The Royal Academy of Arts (RA) is one of the UK's leading arts institutions, famous for our world class exhibitions including David Hockney: *A Bigger Picture*, Manet: *Portraying Life* and Anselm Kiefer. Our purpose is to be a clear, strong voice for art and artists, and to promote the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

The RA's commercial arm, Royal Academy Enterprises Ltd., is responsible for the Academy's publishing, retail and all other commercial activities. We are now looking for an enthusiastic Production & Listings Co-ordinator to join our Publications team for up to 12 months, providing production and administrative support to the Advertising and Business Managers within our highly successful publishing business.

About you

Working on the RA Magazine and Contract Publishing titles, you will have excellent communication and organisational skills, and the ability to prioritise and meet strict deadlines. You should demonstrate a methodical and accurate approach to your work, along with an eagle eye for detail and an aptitude for proof-reading.

Flexible and approachable, you will be a strong team player and will build rapport quickly with colleagues and external stakeholders. You will have advanced working knowledge of the MS Office (Word, Excel, Outlook) and Adobe Creative (InDesign, Photoshop) suites and must demonstrate an interest in the visual arts and a commitment to the vision and objectives of the Royal Academy.

How to apply

You will need to complete our application form for this role; please see the '**How to apply**' section of our website <http://www.royalacademy.org/uk/careers-at-the-ra> - you can also access the full job description, watch our careers film and read about the many staff benefits here.

Closing date for applications: 17 May 2015
Interviews to be held: w/c 25 May 2015

JOB DESCRIPTION

Job: Production & Listings Co-ordinator
Department: Publications
Reports to: Advertising & Business Manager

MAIN OBJECTIVES

- Collate and produce the Listings section of the RA Magazine
- Manage the production of advertisers' copy from point of sale to print
- Manage the administration of the RA Magazine and Contract Publishing

MAIN DUTIES

1. Contact advertisers for advertisement copy and Listings copy
2. Manage production of advertising in the magazine and liaise with the Production Designer (including sending proofs to advertisers and getting sign off)
3. Administer the Listings Section for the RA Magazine, including chasing and editing Listings, inputting and laying up pages and selling listings to advertisers
4. Sell and collect copy for the RA Magazine *Restaurant & Shopping Guide* and *Classified* sections
5. Write and collect information for the *Special Offers* section
6. Organise the mailing lists and invoice lists for the RA Magazine, and liaise with the printers and mailing houses
7. Chase and collect booking forms for the RA Magazine
8. Administer the Contract Publishing titles (London Library Magazine, MCC Magazine, RIBA Magazine) including managing the picture research, liaising with the editors and designers, chasing copy for advertisements
9. Answer queries, take messages and help with the day-to-day administration of the department: filing, maintaining systems, ordering stationery, etc. as requested
10. Comply with all relevant Health & Safety policies, procedures and regulations and take appropriate and reasonable care for the safety of colleagues and visitors to the Academy
11. Undertakes any other duty which may reasonably be allocated by the Advertising & Business Manager or other senior officer.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES

- Excellent written and oral communication skills; ability to draft copy, deal with telephone calls, messages and emails
- A methodical and accurate worker, with a keen eye for detail and well-honed proof reading ability
- Strong interpersonal skills to build close working relationships with colleagues internally and external stakeholders.
- Friendly, confident and approachable. Professional and helpful manner with members of the public and external organisations either in person or over the telephone.
- First-class organisational skills, self-sufficient in administrative terms – efficient at filing, record management and maintenance of systems
- Fully IT literate with advanced working knowledge of MS Excel, Word, Outlook. Specific experience of Adobe Creative Suite (InDesign and Photoshop) required.
- Excellent time management skills, able to prioritise and multi task in order to meet deadlines; a flexible and energetic approach to achieve agreed deadlines within tight schedules.
- Proactive in approach and resourceful
- Confident, enthusiastic and self-motivated personality – ability to use initiative and willingness to work as part of small team
- Hard work ethic, willingness to go the extra mile and take pride in output
- An interest in the visual arts and architecture and commitment to the objectives of the Royal Academy.