



ArtSpace Editor - Job Description

General Duties:

The Editor is responsible for the way ArtSpace – The Journal of the Leamington Studio Artists – looks & feels. He/she presents the words and images in a way that is easy for the reader to digest, with high visual impact.

The core responsibilities of the editor are as follows:

- overseeing the layout, appearance and content of feature articles;
- generating ideas for features with writing staff;
- commissioning articles from freelance and in-house writers;
- managing writing staff and freelance feature writers;
- editing and re-writing articles, some of which may be rejected or returned to the writer for revision;
- overseeing artwork, design and photography for the features section of the Journal;
- organising meetings with writers and artists to discuss ideas for artwork, layout and features;
- dealing with copyright legal matters;
- selecting feature articles for each issue;
- sending out briefs to writers which can include word count, deadline, fee and writing style;
- proofreading all pages before going to press;
- raising the profile of the Journal;
- networking with others at industry events;
- assisting other staff to meet their deadlines.
- Maintaining a team of writers and assigning work.
- Analyze contents
- generating ideas for features

The job covers all aspects of layout, design and photography and may include:

- laying out pages for the magazine, often to tight deadlines
- discussing design and layout ideas with the Vice-Chair of Media and other colleagues
- commissioning photographers and illustrators
- sketching out and designing the cover - which must always look distinctive to attract buyers
- anticipating trends and setting the Journals overall visual style
- ensuring that the art elements of the Journal are delivered on time and within budget.
- establishing design templates - so that the magazine always has a recognisable look, no matter who lays out the pages
- anticipating trends, and presenting proposals to make sure the Journal 's design does not become stale
- liaise closely with colleagues and freelance contributors, including writers, sub-editors and photographers.

Specialised computer software InDesign is used to design the Journal. The editor may do some of this personally, and may also oversee a team of designers and art workers.

Qualifications:

- Having bachelor's degree or degree in journalism
- creative, with a highly-developed visual sense
- adept with Adobe InDesign page layout software and the internet
- adept with Adobe Photoshop software
- adept with Adobe Illustrator software
- a strong communicator, able to brief others clearly on what is needed
- confident in presenting ideas
- interested in magazine trends and graphic design.
- good at working in a team
- well organised
- confident in presenting ideas
- attentive to detail
- unfazed by criticism
- cool and effective under pressure