

# GLASGOW INTER- NATIONAL

## **Print Editor** (freelance, temporary)

Closing date: Midnight, Wednesday 20<sup>th</sup> September 2017  
Interview date: Monday 25<sup>th</sup> September 2017  
Term: October 2017 – May 2018 (approximately 30-40 days)  
Fee: In the region of £5,000.

## **About Glasgow International of Contemporary Visual Art:**

Glasgow International Festival of Visual Art (more commonly known as GI) is a biennial city-wide, multi-venue, festival that takes place over 18 days in April/May in every even year. After seven successful editions, it is still a young festival on an amazing growth trajectory; well established on the international scene and considered a vital event in the national and international calendar.

The festival takes place in Glasgow's major museums, institutions, galleries, temporary venues and public sites right across the city. The festival now comprises c85 exhibitions, c175 events across 75 venues and spaces in the north, south, east and west of the city. The Festival also includes events, performances, talks, tours, workshops and screenings. Approximately 90% of the programme is free of charge.

The 2018 programme will be a hybrid of commissioned and curated work led by our new Director, Richard Parry, and projects led by the wider artistic community who live and work in the city.

*'The UK's best visual arts festival. Forget Edinburgh, forget Liverpool: this is the one.'* (The Guardian)



## **About the Role:**

Glasgow International is seeking an experienced copy editor to work closely with us on our print in the run up to the festival. You will have a proven track-record of writing and editing engaging content for print media and you will have a passion for language and writing that will be able to capture the tone of voice of the festival and represent the programme and contemporary visual art to existing and new audiences.

You will write unique copy for the programme commissioned and curated by our new Director, Richard Parry (c10 projects), and edit copy provided by the wider constituent of artists, curators and producers participating in the festival. The role will predominantly focus on writing and compiling copy for the festival's printed guide (c 85 exhibitions with additional events, festival and visitor information).

You will also provide support to the team in writing and proofing marketing and interpretation materials. You will be writing original content, as well as editing material produced by others; therefore you will be a grammar pedant, making sure that our editorial standards are applied consistently. Digital copies of the festival guide from 2014 and 2016 can be found here <https://issuu.com/gifestival>.

### **Writing Copy (30%)**

- Write and edit copy for the 2018 festival guide that will reflect the quality of the programme and calibre of the artists participating.
- In collaboration with the Festival team, write and edit content for marketing and interpretation material for the Director's Programme.
- Organise and deliver editorial projects to tight deadlines.
- Support festival participants prepare and write effective copy for print.
- Create a clear guidance document for print formatting which can be used internally by staff inputting into the website. Also develop an external document which can be passed to festival participants to help them write print ready content.
- Provide a short report at the end of the contract to feed into the wider festival evaluation.

### **Editing Copy (70%)**

- Content review and editing to improve accessibility and usability.
- Checking text from submitted by participants to ensure it is well written, logically structured and in the tone for the festivals audience.
- Correct grammar and spelling and check facts.
- Ensuring copy is in line with house style and consistent.
- Review, proof and edit content to ensure accessibility and usability.
- Audit and monitor content on the website to ensure it is aligned with the editorial policy and online principles.

## **Essential Skills and Experience:**

### **Essential**

- Extensive experience of writing about the arts for a wide range of arts audiences (arts professionals to general public).
- Educated to degree level (or equivalent qualification) in arts related subject, or equivalent experience in arts or cultural organisations.
- Demonstrable experience of targeting a wide range of audiences through development of appropriate content.
- Copy writing experience in arts or events sector.
- Significant experience of being responsible for proofreading and managing large volumes of copy for print.
- Passion for the visual arts and understanding of how to write about contemporary art content in an intelligent, clear and accessible format.
- Experience of producing compelling, consistent copy.
- Experience of managing and developing style guidelines for content, and effectively communicating them.
- Excellent data analysis skills, referring to data to make content decisions and reviewing the success of different approaches.
- Demonstrable experience of delivering constructive feedback on the written work of those producing content.
- Working knowledge of legal issues such as copyright, privacy and accessibility.

### **Desirable**

- Familiar with Adobe InDesign
- Demonstrable experience of targeting a wide range of audiences through development of appropriate/targeted content.
- Excellent computer skills across mac and pc platforms.
- Evidence of managing team members, interns or volunteers
- Experience of event management or working within a festival context.

## **Person Specification:**

- First rate communicator, both in person and in writing
- A thorough knowledge of English language.
- Good communication and influencing skills.
- Accuracy and excellent attention to detail.
- Highly organised, with ability to work well under pressure, meeting deadlines.
- Tactful and diplomatic.
- Passionate about contemporary visual arts
- Understanding of how to write about arts content in an intelligent, clear and engaging format.
- Highly motivated, enthusiastic and energetic.
- Excellent accuracy and attention.
- Flexible and self-motivated, with a methodical working style.
- Concentration, accuracy and great attention to detail.

## Key Dates:

16 <sup>th</sup> October 2017	Programme announcement
	Participant copy deadline
November 2017	Guide copy completed
January 2018	Full Programme Announcement
	Additional event listings submitted and made live
April 18 <sup>th</sup>	Press preview
April 19 <sup>th</sup>	Previews
April 20 <sup>th</sup> to May 7 <sup>th</sup>	Festival

## Scope of Contract:

The work pattern is negotiable but will fluctuate around key milestones in the lead up to, and during, the festival. At times this will be full-time and will require time spent in the Glasgow International office. The role is overseen by the Festival Coordinator and work closely with the wider team.

- Fee in the region of £5,000.
- October 2017 – May 2018 (approximately 30-40 days)

## How to Apply:

Please send your CV and a letter of application no longer than 2 pages in length outlining how your experience meets the role and person specification by midnight on Wednesday 20<sup>th</sup> September 2017. Please also indicate when you are able to start, your daily rate and how many days you can commit to the role in order to deliver the tasks outlined above.

Applications should be addressed to Emma Flynn, Festival Coordinator and emailed to [emma.flynn@glasgowinternational.org](mailto:emma.flynn@glasgowinternational.org). This should be formatted in one document with the file name including the applicants full name.