

## EDITORIAL ASSISTANT

### volunteer placement

The Design Museum's publishing department produces catalogues, books and other publications to accompany its exhibition programme which covers the full range of design disciplines.

#### **What will the role involve?**

Working closely with the museum's Publishing Manager, you will be responsible for a range of editorial and administrative tasks which will be essential for the timely publication of the museum's titles. The role will provide an opportunity to use existing skills and gain valuable editorial experience which will help further a career in publishing.

#### Tasks include:

- Organising, reviewing and copy-editing manuscripts
- Organising, reviewing and marking up layouts
- Creating and updating editorial schedules
- Organising and drafting minutes for editorial and design meetings
- Assisting with research for future projects
- Facilitating contracts for commissioned writers and editors
- Liaising with the museum's curatorial, communications and retail teams
- Filing, printing, photocopying and other routine administrative tasks

#### **The placement**

This is a fixed-term placement of three months, working 1–3 days per week (weekdays only) starting in early February. The successful candidate will need to supply his or her own laptop computer.

#### **Skills and experience**

The museum is looking for someone with:

- Either previous editorial experience in a publication dedicated to the arts or humanities OR studying a related degree
- Excellent communication skills, particularly in writing, and good grammar
- Strong organisational skills and some administrative experience
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint
- Familiarity with using editorial style guides, e.g. the Oxford Manual of Style

#### Desirable

- Keen interest and some knowledge of design and architecture
- Copyediting and/or proofreading experience
- Proficiency in using Adobe InDesign and Photoshop

### **The Design Museum offers volunteers...**

- A supportive, stimulating and dynamic environment to volunteer in
- Reimbursement of out-of-pocket travel expenses up to £12 per day
- Access to the Design Museum free-of-charge
- Discounts in the Design Museum shop
- Free tickets, when available, to museum events/talks

### **To apply**

Please contact [volunteer@designmuseum.org](mailto:volunteer@designmuseum.org) enclosing your current CV and a short statement (one side of A4 max) outlining your availability and why you feel you would suit this role.

This is a selective role and we will hold informal interviews in late January.

The closing date for applications is **21 January 2018**.