

## **Role Definition**

**Job Title:** Assistant Editor

**Reporting to:** Publications and Research Manager on a day-to-day basis and ultimately to the Head of Communications

The Assistant Editor will work with the Publications and Research Manager and Communications team, primarily on the delivery of the *+Plus* journal, publications and related material.

This is a varied and creative role requiring some experience of working on illustrated journals, magazines, books or related publications. The appropriate candidate should have existing knowledge of architecture and/or the visual arts. They should also show some evidence of having worked independently and within a team to commission, research, plan and deliver editorial content and/or publications on-time and to the highest standards.

In this role the candidate will provide assistance across all aspects of the production of the journal and publications, including commissioning, writing, editing, planning and production but a significant part of the role will also be administrative. They will also be required to support the work of the Research, Library and Special Collections teams as required.

## **Responsibilities**

- Work closely with the Publications and Research Manager to produce the +Plus journal and upcoming publication(s) to the highest standard
- Liaise with senior internal staff and teams, including partners, project architects and writers, to assist in the production of a content for publication
- Support the Publications and Research Manager in all activities leading to publication, including personal assistance and tasks such as issuing contracts, preparing briefs and organising schedules
- Manage the schedule of the journal and development of articles for publication
- Ensure a high degree of communication with external collaborators, such as writers and photographers, maintaining excellent working relationships
- Write, edit, fact check and proofread articles and manuscripts as required and to highest standards, on time and in line with Foster + Partners' guidelines
- Assist in the administrative work involved in commissioning freelancers, such as authors, photographers, copyeditors, proofreaders and indexers
- Work closely with in-house image, archive, graphics and architect teams to ensure timely delivery of imagery, illustrations and artwork
- Work closely with the architect teams to research, collate and archive all project material pertinent to the journal and publications
- Compile picture lists in conjunction with authors and architects and ensure the timely gathering and delivery of materials in collaboration with the Foster + Partners image manager and photographers

- Assist the Publications and Research Manager to effectively manage, organise and accurately archive all text and media received for projects
- Work collaboratively to ensure delivery of artwork of the highest design standard, on time and in line with Foster + Partners' guidelines
- Write captions or other text for books as required
- Provide general support as required and administrative assistance where necessary to the Publications and Research Manager and Head of Communications.
- Support the work of the Research, Library and Special Collections teams as required
- Thorough knowledge of and compliance with Foster + Partners procedures and standards

### **Essential qualities & skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Professional editorial experience and/or significant and relevant academic or personal experience
- Demonstrable interest in and understanding of architecture
- Legally able to work in the country in which the position is based
- Excellent written communication skills and a keen attention to detail
- Excellent InDesign skills and good ability with MS Office and other Adobe CS applications
- Ability to work accurately under pressure and to very tight deadlines
- Highly organised with the ability to manage and prioritise tasks and time efficiently, as well as sensitive and sometimes confidential information
- Good interpersonal skills and able to work cooperatively within a larger team
- Resilient and able to cope with conflicting demands and tight deadlines; able to prioritise duties and work under pressure while remaining calm and professional at all times
- Able to build good relationships at all levels, internally and externally
- Appreciation of, and commitment to, the business of the practice

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 2022