

Role Definition

Job Title: Project Editor – fixed-term contract to May 2019

Reporting to: Foster + Partners in-house Editor on a day-to-day basis and ultimately to heads of studio.

The Project Editor will join the Foster + Partners Communications team to oversee the delivery of a book that focuses on one of Foster + Partners' major projects.

This is a varied and creative role that requires editorial and project management experience to deliver a high-quality publication that will need to be produced within a tight schedule to the highest standards.

The role requires you to manage a complex illustrated book collaboratively and proactively, working closely with the client, colleagues and contributors.

The ideal candidate will demonstrate a clear interest in, and understanding of, architecture and/or visual design culture and will be able to provide numerous examples of high-quality art, design or architecture books that they have successfully delivered.

The Project Editor will need experience of every stage of the book development process, from author contract and briefing through to editorial, design and layout.

Responsibilities

- Lead the development of an upcoming publication of the highest international standard, with a focus on a single project, completed in 2017
- Manage and delegate to freelancers where required, working within an effective team
- Liaise with key players, including clients, partners, project architects, graphic designers and commissioned writers, to produce a coherent series of architectural essays for publication in a single volume
- Liaise with the commissioned writers and ensure a high level of communication with regard to editorial revisions and corrections
- Edit, fact check and proof-read manuscripts as required
- Work closely with the Foster + Partners Photographers, Archive Collections and Image Library Manager, illustrators, architects and designers to create a visually beautiful and coherent end product that accurately illustrates the architectural process
- Liaise with graphic designers and work collaboratively to ensure delivery of artwork of the highest design standard on time and in line with Foster + Partners guidelines
- Compile picture lists in conjunction with authors and architects and ensure the timely gathering and delivery of materials in collaboration with the Image Manager and photographers
- Recruit, commission and supervise freelance copy editors, proof readers, indexers etc. as required
- Oversee the research of all project material pertinent to the publication and make editorial decisions on content as required
- Effectively manage, organise and archive all text and media received for the project

- Write and edit captions or other text for books as required
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To otherwise assist, as required, the Editor or Studio team

Essential qualities & skills required

- Able to demonstrate ability to undertake the above responsibilities
- Highly experienced in editorial work and project management
- Demonstrable interest in and understanding of architecture and/or art and design
- Legally able to work in the country in which the position is based
- Excellent written communication skills
- Excellent degree in relevant subject
- Keen eye for photography, visuals and design with proven experience in story-telling
- Excellent InDesign skills and good ability with MS Office and other Adobe CS applications
- Thorough understanding of the book production process
- Ability to work accurately under pressure and to very tight deadlines
- Self-motivated, with an ability to show initiative and take responsibility
- Highly organised, with the ability to be proactive and manage tasks and time efficiently
- Good interpersonal skills and an ability to work independently and as part of a team
- Able to work cooperatively, with proficiency in managing and delegating to a team
- Excellent organisational skills, with the ability to manage sensitive and sometimes confidential information
- Resilient to cope with conflicting demands and tight deadlines, able to prioritise duties and work under pressure while remaining calm and professional at all times
- Availability to travel
- 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.

November 2018