

## EDITORIAL ASSISTANT

### VOLUNTEER PLACEMENT

#### What will the role involve?

The Design Museum's publishing department produces catalogues, books and other publications to accompany its exhibitions. This role involves working closely with the museum's Publishing Manager in a range of editorial and administrative tasks.

#### 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
- 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 fixed-term placement is a voluntary internship; it lasts three months and usually asks for 1 – 2 days a week. The dates are provided when the role is advertised.

#### Skills and experience

The museum looks 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 New Oxford Style Manual

#### Desirable

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

#### Applications

The museum receives large numbers of applications, so is able to select the most suitable candidate(s). Preference is given to those who can demonstrate a proposed career in publishing.

**Please do not apply for this role unless a vacancy is advertised**