



## **Commissioning Editor – Drawings**

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage people with the arts? Do you know your Claude Lorraine from your Claudette Johnson?

We're looking for an experienced part-time Commissioning Editor to join our friendly and dedicated team. In this exciting role you will contribute to Art UK's important work by commissioning, writing and editing content.

We welcome and encourage applications from candidates who are under-represented in the creative industries, particularly individuals who experience physical, mental, or social barriers to accessing the arts.

### **About Art UK**

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK's national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit [artuk.org](http://artuk.org).

### **About you**

As the Commissioning Editor – Drawings, you will play an important role in telling stories for Art UK. Reporting to the Director of Content, you will be responsible for writing, commissioning and editing content focused on drawings as part of a wider team.

You will have a first-rate knowledge of art in general, with a particular interest in drawing, both as an essential tool for artists, and as an artistic medium in its own right. In an outward looking role, you will understand what makes a good story. You will be an exceptional writer for diverse audiences, able to tailor your writing style as appropriate.

You will have a passion for art and making it accessible to all, and a good track record of doing so.

## Key responsibilities

- Write compelling long-form content and other copy for Art UK's online audiences
- Develop and propose ideas for thematic and topical content
- Research, source and commission writers for stories, ensuring a diverse range of voices is represented
- Proofread and edit commissioned stories, using the Art UK CMS to upload content
- Create new pages for a range of art terms
- Liaise with Art UK's collection partners and collaborators on content creation and distribution
- Work closely with colleagues on content strategy, planning and scheduling
- Analyse metrics in GA4 to monitor the success of content
- Produce reports for internal and external stakeholders, including the project funder – the Bridget Riley Art Foundation

## Necessary skills

- Essential: Excellent written communication skills, with the ability to write in different styles and tones of voice and tailor your writing style as appropriate
- Essential: Experience commissioning and editing long-form content on art
- Essential: Demonstrable knowledge of art, particularly of drawing as an essential artistic tool, and as a medium in its own right across art history
- Essential: An understanding of what makes a good story
- Essential: Understanding of audience needs and what will appeal to different audiences
- Essential: High level of attention to detail
- Essential: Excellent organisational skills and ability to multi-task
- Essential: Strong stakeholder management skills
- Desirable: Proofreading and editing experience or qualification
- Desirable: Experience working with diverse audiences

## Contract terms

- 0.6 FTE, fixed-term post, for 24 months (3 days a week)
- Salary £26,650 per annum, pro rata
- Three-month probationary period
- One-month termination clause
- Work from home, anywhere in the UK

## Benefits

- 25 days annual leave plus regional Bank Holidays (pro rata)
- Paid Christmas closure period (Christmas Day to New Year's Day)
- Flexible working hours
- Workplace pension scheme
- Training and development opportunities
- Mental health and wellbeing support
- Above statutory paid sick leave
- Enhanced paid parental leave

## Application

Please visit [the jobs page on our website](#) to download the application form.

To apply, please submit your completed application form to [recruitment@artuk.org](mailto:recruitment@artuk.org) by 9am on Monday 11<sup>th</sup> December 2023. If you are experiencing issues downloading the document or require support in completing your form, please contact [info@artuk.org](mailto:info@artuk.org)

Forms must be sent in MS Word or a format compatible to MS Word. Please do not send PDFs. Applications sent as a PDF will not be accepted.

Interviews will be held via video call in the week commencing 18<sup>th</sup> December 2023.

If you have not heard from us within three weeks of the closing date, please consider your application unsuccessful.

As part of our commitment to Equality, Diversity and Inclusion please note that we redact some details from applications ahead of the shortlisting stage to ensure the removal of unconscious bias. Details that we redact include (but are not limited to) references to protected characteristics, names of educational institutions and indications of political affiliations.