



Commissioning Editor – Northern Ireland

Are you passionate about bringing art to everyone? Do you believe in the power of digital to engage young people with the arts? Do you know your Array Collective from your F. E. McWilliam? We're looking for an enthusiastic 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 Northern Irish 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 a cultural education charity on a mission to make the art in UK public collections accessible to everyone, for enjoyment, learning and research. We enable global audiences to learn about the nation's art collection by digitising artworks, telling the stories behind the art and creating exciting opportunities for public interaction with art, both online and offline.

Over 80% of the nation's art is not on public view, and until Art UK started its work much of this art had not been photographed. Our work is helping to radically change this, making what is publicly owned, publicly accessible – to anyone, anywhere. Originally focused on oil paintings, our scope has widened to include prints, drawings, watercolours, sculpture and photography.

We play a major role supporting public art collections by improving their accessibility and sustainability. Our platform currently shows 270,000 artworks by 50,000 artists and is an ambitious collaboration between 3,300 institutions, making it one of the largest arts partnerships put together in the UK. No other country in the world has a resource like Art UK.

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.

About you

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

You will have a good working knowledge of art in general, with a particular interest in Northern Irish art and collections. 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. You will relish a new challenge and will be excited by the prospect of working in a young digital organisation.

Key responsibilities

- Write compelling Northern Irish-focused 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
- Proofread and edit commissioned stories, using the Art UK CMS to upload content
- Liaise with Northern Irish Partners and collaborators on content creation and distribution
- Seek out other partnerships, and establish a network of contacts to grow Art UK's Northern Irish audiences
- Work closely with colleagues on content strategy, planning and scheduling
- Monitor the success of content, as directed by the Head of Content

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: 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 multiple small projects
- Essential: Strong stakeholder management skills
- Essential: Interest in art, particularly in Northern Irish art collections and artists
- Desirable: Proofreading and editing experience or qualification
- Desirable: Experience working with diverse Northern Irish audiences, including both urban and rural communities

Contract terms and benefits

- Fixed-term post, 0.2 FTE, for 26 days from start of post to 31 March 2023
- Salary £26k per annum, pro rata
- Three-month probationary period
- One-month termination clause
- 25 days annual leave plus Northern Irish Bank Holidays (pro rata)
- Work from home, anywhere in Northern Ireland

Application

Please [visit our website](#) to download the application form. To apply, please submit your completed application form to recruitment@artuk.org by **9am on Thursday 6 October 2022**. If you are experiencing issues downloading the document or require support in completing your form, please contact 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 on **Thursday 13 October 2022**. 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.