



JOB DESCRIPTION

JOB TITLE: Senior Editor

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Central Retail

LOCATION: St James's Palace

REPORTING TO: Head of Publishing

Job Context

Royal Collection Trust is a Department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The King in trust for his successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions, and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Publishing section of Royal Collection Trust creates publications to accompany exhibitions at The Queen's Gallery, Buckingham Palace, and The Queen's Gallery, The Palace of Holyroodhouse; stand-alone books based on the Royal Collection or royal palaces; site-specific guidebooks and general gift books, academic monographs, catalogues raisonnés and children's books.



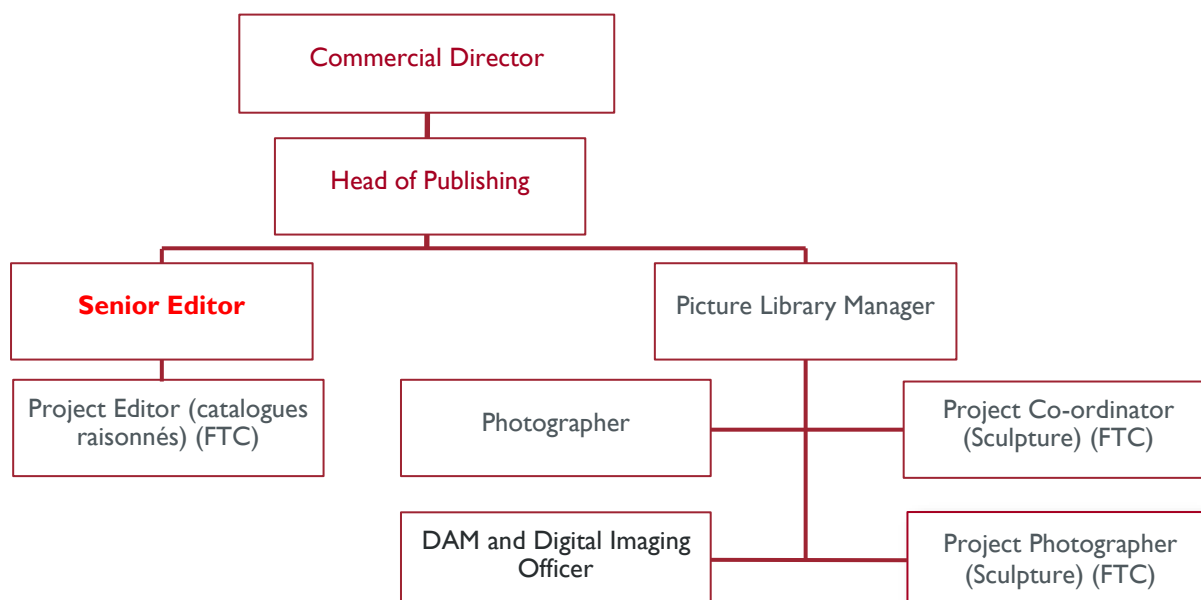
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Royal Collection Enterprises Ltd is a company registered in England and Wales (2778486). Registered office: York House, St James's Palace, London SW1A 1BQ

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Organisational Chart



Job Purpose

To guarantee the quality of RCT's publishing programme across the complete range of academic, commercial and digital titles and sustain the very high reputation that RCT enjoys for its publications.

To edit and project manage a range of titles across RCT's publishing programme to the highest standards and ensuring that they are published on schedule and within budget.

The post-holder should expect to be fully involved with all aspects of the publishing programme for both printed books and digital titles, from day-to-day admin and hands-on desk-editing and proofreading to more creative elements such as commercial title development, content creation and cross-platform working. The post-holder will manage the work of freelance suppliers of editorial, design and printing services, but will also be required to undertake editorial, fact checking and writing tasks personally in order to make efficient use of limited budgets.

The post-holder line manages the Project Editor (Catalogues Raisonnés) and deputises for the Head of Publishing as required and provides cover for the latter during leaves of absence and in other circumstances, attending meetings and deputising as required.



Principal Accountabilities

1. Editorial project management (including the creation and editing of content), as agreed with the Head of Publishing, across the range of printed books and digital titles produced by the Publishing section, including:
 - guidebooks;
 - children's books;
 - exhibition catalogues;
 - trade titles;
 - monographs;
 - printed and online catalogues raisonnés;
 - digitised backlist titles and other forms of digital work.
2. Ensuring that all text is prepared in accordance with RCT's house style and to the highest standards of accuracy and consistency.
3. Editing content to ensure that it is accurate, accessible and relevant in accordance with the intended readership.
4. Ensuring that all projects are delivered on time and to budget and producing costings for new projects ahead of the budget bid, as agreed with the Head of Publishing. Managing internal and external authors and suppliers to ensure compliance with the agreed schedule and to the quality criteria set out in their contracts and participation in project management meetings to review progress and ensure that steps are taken to keep projects on track.
5. Delivering quality control by overseeing the copy-editing and proofreading of text and ensuring that all text (including prelims, blurbs, captions, footnotes and bibliographies) conforms to house-style and is factually accurate, accessible and grammatically correct. This is a key aspect of the job and the post-holder will be expected to read texts and correct them as necessary, and to provide guidance and training to external copy-editors and proof-readers to ensure that the Royal Collection has a cohort of freelance editors capable of undertaking work to the high standards demanded by the organisation.
6. Supervising the design and approval of page layouts, co-ordinating with internal stakeholders and with co-publishers, and advising on design issues, such as the size and positioning of images, as well as checking page and figure cross references, sorting out cuts and fills, widows and orphans, line breaks, running heads, page numbers, content lists, footnotes and bibliographies.
7. Issuing contracts and confidentiality agreements to suppliers and freelances.
8. Commissioning, briefing and supervising freelance photographers, project managers, copy-editors, proof-readers, indexers, designers and illustrators and other suppliers as required.
9. Checking and (if necessary) restructuring indexes.



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10. Working with the Picture Library and authors to create detailed picture lists and briefs for publications, acquiring third-party images and clearing copyright permissions as necessary.
11. Working with authors and with the Royal Collection's freelance Production Manager to check wet proofs and ensure the accuracy of the colour reproduction, liaising as appropriate with curators, authors and designers to sign off the final proofs. Attending press passes to oversee printing and resolve on-the-spot production issues.
12. Researching relevant marketing outlets and producing high-quality marketing material.
13. Presenting new and forthcoming titles to RCT's trade distributors and internally to RCT's Central Retail, Visitor Operations and Marketing teams.
14. Supervising the Project Editor in the production of AI sheets, forthcoming book publicity, advertising copy, jacket blurbs, TIS forms and sales conference material, and ensuring the accuracy and quality of the same.
15. Participating in rights sales activity, including representation of RCT publications at UK and international book fairs.
16. Managing royalty payments relating to existing rights deals and notifying other publishers of the reversion of rights upon expiration of contracts; maintaining relationships with existing publishing partners, occasionally preparing new title information for potential rights deals.
17. Working with other sections of the RCT to fact-check and proofread exhibition labels and wall text, all content for the RCT's social media channels, and all Learning text (e.g. What's On, Family guides), and answering *ad hoc* editorial queries from other sections of the RCT.
18. Contributing to the section's planning for new titles by reviewing backlist titles and intellectual property to identify opportunities for repurposing content in different formats (electronic and print) or new editions.
19. Developing ideas for new commercial publications, working closely with RCT Buyers and Merchandisers to generate content that will both cater to the organisation's existing audiences and reach out to new markets.

Job Dimensions

The post-holder has both line management and budgetary responsibilities. The post-holder supervises the work of the section's Project Editor and is responsible for supplying the Head of Publishing with draft budgets and monitoring expenditure for all publishing projects. The post-holder works across a range of projects that cumulatively involve annual expenditure of £500k+ and their actions and decisions have a direct impact on the section's fiscal responsibility and commercial success.

Decision Making Responsibilities



The post-holder is expected to be self-sufficient and to use their own initiative in managing and delivering projects, taking routine decisions, managing schedules and workloads, and anticipating and responding proactively to challenges. The post-holder is expected to plan schedules and workloads successfully both for themselves and for the Project Editor, and is responsible for managing the work of a range of suppliers and freelances and ensuring that they deliver contracted services to budget and schedule and to the required standard.

The post-holder is expected to refer to the Head of Publishing to resolve more complex issues but is encouraged to contribute proactively to strategic issues.

Practical Requirements

Based at St James's Palace, London, the post-holder will be contracted to work 37.5 hours per week (Monday to Friday). Due to the nature of the role, flexibility is required by the post-holder, who may occasionally be required to work longer hours or from different locations.

Person Specification

Essential

- Educated to degree level (or equivalent), in a relevant Humanities subject.
- Experience in setting budgets and scheduling projects.
- Proven experience of copyediting and proofreading high-end illustrated content, of project-managing printed books and online content and of commissioning freelance editors, photographers, illustrators and designers.
- The proven ability to use initiative to solve problems and assist other members of the team.
- Sound knowledge of book production, plus an interest in and experience of new media and new ways of presenting and interpreting content.
- A pro-active and flexible approach to work, the ability to work to deadlines and under pressure and to cope with the demands of a very busy publishing programme, to prioritise their own workload and to adapt to changing priorities and projects in a section where priorities are frequently reviewed and changed.
- Excellent and fluent written communication skills with the highest standards of accuracy in spelling and punctuation, and the ability to restructure and clarify text without changing the meaning or emphasis, and on occasion, write text for caption material, press and marketing material.



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- Strong organisational skills with an eye for detail, and the ability to prioritise work to meet deadlines and manage a range of complex and long-term projects.
- Proven ability to work collaboratively as part of a team and build effective working relationships with colleagues across the department to deliver results.
- Confidence as a communicator with good interpersonal skills, able to liaise with a range of internal and external stakeholders, including leading academic authors, and to make presentations at sales conferences and trade fairs.
- Good working knowledge of the MS Office suite.

Desirable

- Working knowledge of picture editing tools such as Photoshop and page-layout software, such as InDesign
- Familiarity with HTML and XML mark-up language and CMS (content management system) interfaces
- Familiarity with social media techniques and etiquette

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