



JOB DESCRIPTION

JOB TITLE: Project Editor

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Publishing

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 and in the Drawings Gallery at Windsor Castle 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 Queen in trust for her 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 (including Frogmore House) 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;



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This document is not contractual and may be subject to change following consultation with the post-holder

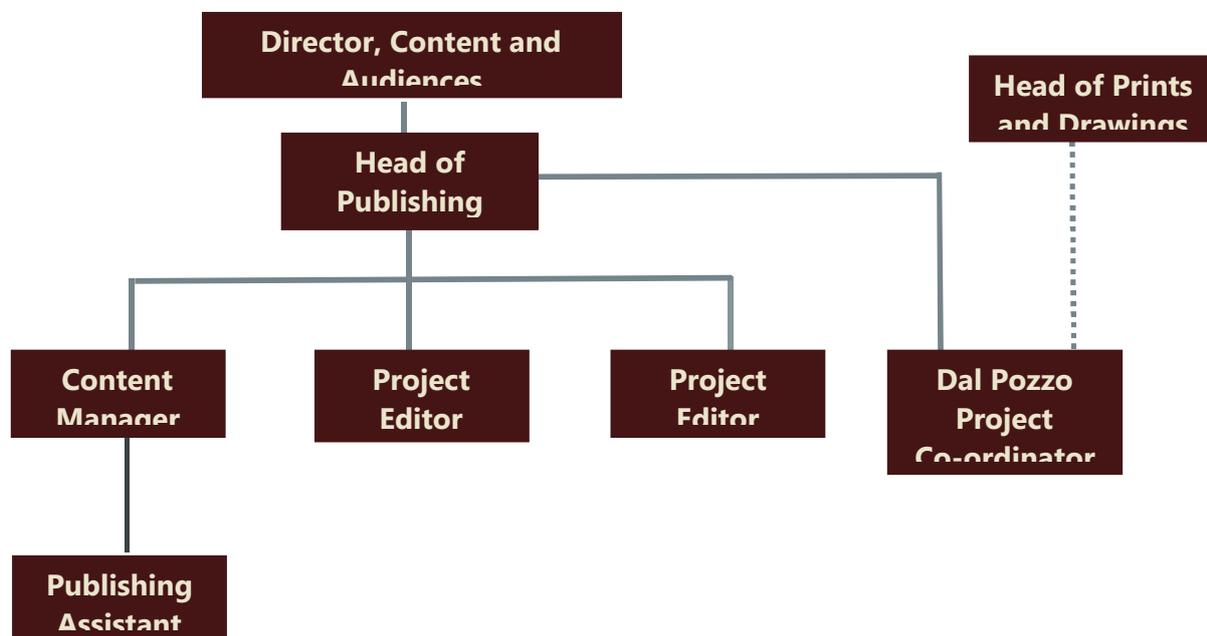


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stand-alone books based on the Royal Collection or royal palaces; site-specific guidebooks and general gift books; children's books; and academic catalogues raisonnés and monographs.



Organisational Chart



Job Purpose

To project manage a range of academic, trade and digital 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, from day-to-day admin to more creative elements such as content development and cross-platform project-management for both printed books and digital titles.

Principal Accountabilities

1. Project management (including the compilation and editing of content), as agreed with the Section Heads, 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 as required.
2. Ensure all text is prepared in accordance with the house style and to the highest standards of accuracy and consistency.
 3. Ensure all content is accessible and relevant in accordance with the intended readership.
 4. Ensure all projects are delivered on time and to budget, and produce costings for new projects ahead of the budget bid, as agreed with the budget-holder.
 5. Draft contracts and confidentiality agreements for suppliers and freelancers.
 6. Commission, brief and supervise copyeditors, proof-readers, indexers, designers and artists and other suppliers and freelancers as required.
 7. Work with the Photographic Services section to maintain photography lists and obtain shot lists from authors.
 8. Create detailed image lists and briefs, acquiring third-party images and clearing copyright as necessary.
 9. Provide content for AI sheets, advertising, PowerPoint presentations, TIS forms, catalogue copy, etc.
 10. Assist with the presentation of new titles to external distributors and internal Marketing teams.
 11. Research relevant marketing outlets for his/her projects and produce high-quality marketing material.
 12. Working with other sections as appropriate, fact-checking and proofreading exhibition labels, 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.

Job Dimensions



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The job holder has no line management or direct budgetary responsibility, although he/she will maintain cash-flow forecasts and check expenditure against budget for the academic publishing budget.

Decision Making Responsibilities

The post-holder will have the opportunity to consult with the Head of Publishing to resolve exceptional issues that are beyond the post-holder's remit but, as a general rule, the post-holder is expected to be self-sufficient and to use his/her own initiative in managing and delivering projects, taking routine decisions, managing schedules and workloads, and anticipating and responding pro-actively to challenges. In particular the post-holder will have responsibility for managing the work of a range of suppliers and freelancers and of ensuring that they deliver contracted services to budget and schedule and of the required quality.

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

- Educated to degree level (or equivalent)
- 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.
- 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, with the ability to work under pressure and adapt to changing priorities and projects, as this is a busy and fast-moving section and it is in the nature of the role that projects and priorities are frequently reviewed and changed.
- Excellent 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



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emphasis, and on occasion, write text for caption material, press and marketing material and generally be thoroughly at ease using the written word.

- 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.
- A confident communicator with good interpersonal skills, able to liaise with a range of internal and external stakeholders, including leading academic authors.
- Able to work to deadlines and under pressure, be at ease in prioritising his/her own workload, and have the resilience to cope with sales conferences and trade fairs and the general demands of a very busy publishing programme.
- IT literate with good working knowledge of MS Office.
- An interest in the Royal Collection and Royal Collection publications.

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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