



JOB DESCRIPTION

JOB TITLE: Content Manager (Maternity cover)

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Publishing

LOCATION: Stable Yard House, St James's Palace

REPORTING TO: Commercial Publisher

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; 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.

Print and production for Royal Collection titles is handled on a freelance basis, as is most editorial and design work. We publish around 10–12 new titles a year, and have a sizeable rolling programme of reprints. We also sell co-edition rights and license foreign-language editions. Royal Collection publications



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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

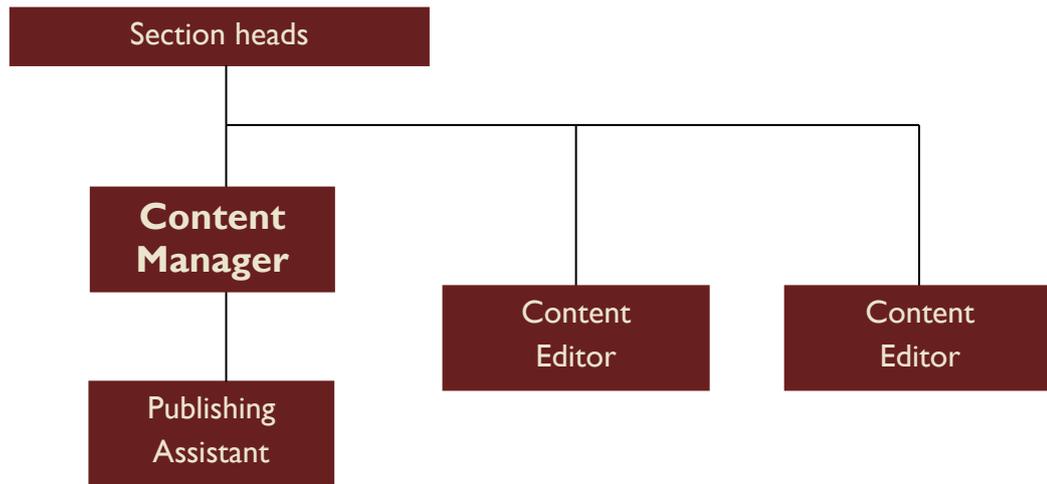
This document is not contractual and may be subject to change following consultation with the post-holder



are sold on-site via the Retail section and to the book trade worldwide via Thames & Hudson Ltd and the University of Chicago Press.

In addition, the Publishing section is increasingly involved in the creation of apps, and other online and e-publications. Content thus created is widely used on the Royal Collection website and shared with other RCT sections, including Collection Online, Retail, Communications, Learning and Exhibitions, with all of whom the Publishing section liaises closely.

Organisational Chart



Job Purpose

To project-manage commercial projects in the publishing programme from conception to publication, ensuring that they are published on schedule and within budget. The post-holder is responsible for setting and supervising the budget for specific projects, in consultation with the Commercial Publisher.

The post-holder should expect to be fully involved with all aspects of the publishing programme, from content development to sales and marketing. They will also be involved with the generation of online content and will represent the section on the Web Editorial board.

Principal Accountabilities

Editorial and Project Management

Cross-platform project management across both printed books and digital media initiatives as agreed with the Heads of Section, including generating and supervising the content of:

- printed books, 'mini' publications and children's titles
- exhibition microsites
- digital publications, including apps



Commissioning and managing authors and contributors (both internal and external), freelance designers, project-editors, copy-editors, picture researchers, proof-readers, indexers, illustrators, external readers and other freelance contacts

Preparing contracts for project contributors and ensuring payments are made in a timely manner

Liaising directly with internal and external authors and expert readers to ensure that texts meet the criteria for which they have been contracted and that agreed schedules are met; monitoring and updating schedules as required

Supervising the copy-editing and proofreading of text

Supervising content, design and approval of page layouts, co-ordinating with internal and external (co-publishers) stakeholders as required

Working with the Royal Collection's freelance Production Manager to ensure the highest standards and accuracy of colour reproduction, liaising as appropriate with curators, authors and designers

Supervising internal and freelance staff to ensure that all content is accessible and relevant, that it upholds editorial standards and that all projects are delivered on time and to budget

Reviewing backlist titles and intellectual property to identify opportunities for repurposing content in different formats (electronic and print) or new editions

Distribution and promotion

Representing Royal Collection Trust at trade fairs and conferences and presenting titles to distributors at sales conferences and to RCT gallery and retail staff

Working closely with the Press and Marketing team to supervise the production of promotional material, including advance information sheets (AIs), sales catalogues, advertisements, PowerPoint presentations, TIS forms, catalogue copy, etc.

Identifying new audiences to expand readership and sales, sell rights and co-editions of titles in collaboration with the Heads of Section, draft contracts and ensure payments and royalties are received in a timely manner

Digital media

Overseeing the digitisation of backlist titles and other forms of digital work as discussed and agreed with the Heads of Section and the Collection Online Content Manager

Additionally, the post-holder will be expected to co-ordinate with Exhibitions, Press and Marketing and curatorial sections to ensure all material produced is accurate, appropriate, correctly branded and suitably promoted via traditional and social media channels.

Job Dimensions

The post-holder has both line management and budgetary responsibilities. The post-holder supervises the work of the section's Publishing Assistant and is responsible for setting and monitoring expenditure for specific



projects (typically in the region of £30k–£60k per book). Where the section's two Content Editors are involved with projects managed by the post-holder, the post-holder will monitor and direct their day-to-day work as required.

Decision Making Responsibilities

The post-holder is expected to use their own initiative to make routine decisions during the course of their duties, to plan schedules and workloads successfully both for themselves and for the Publishing Assistant, and to anticipate and respond pro-actively to challenges. They have responsibility for setting and monitoring individual project budgets, and for commissioning editorial support from freelance staff and supervising the delivery of freelance services.

The post-holder is expected to refer to the Heads of Section to resolve more complex issues but is encouraged to contribute pro-actively 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 (e.g. Buckingham Palace, Windsor Castle and the Palace of Holyroodhouse).

Person Specification

Qualifications, knowledge and experience

Essential

- Educated to degree level (or equivalent)
- Significant experience within publishing and digital media, including the project management of highly illustrated printed books
- Experience in setting budgets and scheduling projects
- Line management experience
- Experience in commissioning freelance editors, designers and developers
- An interest in the Royal Collection and Royal Collection publications
- Strong organisational skills with an ability to work to deadlines on a wide variety of projects at once and to prioritise their own workload and that of others
- The proven ability to use initiative to solve problems and assist other members of the team
- Excellent communication skills, high standards of spelling and punctuation and an eye for detail
- IT literate, with a good working knowledge of MS Office
- Familiarity with HTML and XML mark-up language and CMS (content management system) interfaces

Desirable



The Royal Household

- Experience in selling rights and working on co-editions
- Experience in developing content for online and in-gallery use
- Familiarity with digital media development in a museum environment and an understanding of the museum publications market
- Working knowledge of picture editing tools such as Photoshop and page-layout software, such as InDesign
- Familiarity with social media techniques and etiquette