

Engage Journal Editor

Engage, the National Association for Gallery Education

Freelance fee: £8,500 per annum

Contract, June 2019 to March 2022

Application deadline: 10 am on Thursday 23 May 2019

Engage, the National Association for Gallery Education, wishes to recruit an Editor for the Engage Journal. The Editor guides the development and direction of the Journal, working with Engage staff and the Editorial Advisory Board (EAB). The Editor, with the EAB, agrees on the theme for each Journal edition and guides its development and direction in dialogue with the EAB and Engage team.

First published in 1996, the Engage Journal is the international journal of visual art and gallery education. Now a twice-yearly online publication, the contents of each edition follow themes linked to the visual arts and education chosen through an open-submission process. The Journal supports Engage's mission to promote access to, enjoyment and understanding of the visual arts through gallery education. The Journal acts as a snapshot of current thinking on a subject, a repository of references, a source of practical ideas, and a forum for exchange between different parts of the art, museum and gallery community. The design of the Engage Journal has been refreshed and relaunched for Spring 2019 alongside Engage's new website. To complement the new Journal, Engage wishes to encourage more dialogue between authors and readers, to make more overt links between the Journal themes and topical issues in art and design education. Engage also wishes to build more international membership, placing the Journal as a principal focus of this membership drive.

With these developments in mind, the Journal Editor role is being enlarged to allow capacity for the Editor, with the support of the Engage team, to encourage dialogue on the Engage website and social media channels, and to promote more international membership.

The Engage Journal Editor is a freelance role that involves attendance at two or more Editorial Advisory Board meetings in central London per year, as well as several meetings with the Engage Director and the Communications Officer at the Engage central office in London. For more information about Engage and the Engage Journal please see **Appendix 1 & 2** below or visit www.engage.org.

This is an opportunity to play a pivotal role in the production of a highly regarded publication in the field of visual arts education.

Responsibilities

The Editor, Editorial Advisory Board and Director collaborate on the Journal, with assistance from the Communications Officer as follows:

Content

- Meet with the Editorial Advisory Board (EAB) to develop and discuss issue themes and content twice a year
- Develop the theme and compose questions based on the above discussion. This will form the call for proposals for the next issue, to be agreed on with the Director
- Once proposals have been received, meet with the Director and Communications Officer to select articles and case studies to commission
- Commission content and liaise with contributors with guidance on style and the production schedule
- Agree on contributor fees and/or expenses within budget
- Follow up with contributors and copy in order to keep to the production schedule
- Review contributions and edit content, with assistance from EAB in reading articles. Negotiate with contributors until a final version of each article is agreed
- Collate/secure images as necessary, including permissions with assistance from the Engage Communications Officer
- Convey edited articles to the Communications Officer, in order to commence production on the issue
- Write a 1,500-word editorial for each issue and agree on a list of quotes to highlight each article
- Make suggestions as to the selection of images for articles
- Agree on a communications strategy with the Communications Officer
- Contribute to communications regarding the Journal on the website, Engage e-bulletin, social media and through other platforms and networks as appropriate
- With the Communications Officer and Administration Manager agree on strategies for promoting the Journal to colleagues internationally
- Work with the Communications Officer and Administration Manager to build international Journal readership through international subscriptions and members
- Work with the Communications Officer and Director to build the number of international contributions to the Journal
- With the EAB, Communications Officer and Director, recruit new members to the EAB, striving to represent colleagues from across the UK and the diversity of the UK population
- Review the international advisory board for the Journal and, with the EAB, Communications Officer and Director, consider a strategy for recruiting

new members

- Attend occasional events on behalf of Engage such as the Engage conference at the discretion of the Director (N.B. the cost of attending the Engage conference will be met directly Engage)

The Communications Officer works with the Editor as follows:

Production/distribution

- Promote and publicise the call for proposals for each issue
- Proofread articles after editing, with support from freelance staff
- Liaise with the Engage designer on the layout of the cover of each issue
- Add articles and upload pdfs to the Engage website, with the support of the Office and Communications Assistant
- Promote the publication of each issue
- Oversee the budget for each issue, signing off on invoices from contributors and members of the EAB
- Market the Engage Journal to target subscribers
- Coordinate and take minutes of the EAB meetings

The Communications Officer and Director will report on the Engage Journal to Engage Board and Council. The Editor may be invited to meet with Engage Board and Council to discuss the Journal. The Journal Editor will be involved in the review of EAB members and the appointment of new members.

Person Specification:

Essential

Skills / Competencies

- Excellent editing skills, with a demonstrated methodical and organised approach
- Excellent written and verbal communication skills, including the ability to identify theoretical and practical strands in a theme, to summarise different ideas and approaches put forth by contributors, and to write clearly
- Impeccable proofreading ability
- Excellent attention to detail
- Ability to balance workloads and deadlines
- Flexible and proactive team player
- IT skills, including Microsoft Office
- Ability to communicate with a range of individuals and organisations in the education and cultural sectors
- Broad knowledge of the visual arts sector, knowledge of education in galleries and of arts education in the UK and internationally

Experience of

- Editing an arts, cultural or educational journal or similar publication
 - Editing and proofing texts
 - Working within and controlling budgets
 - Carrying out work with impeccable attention to detail and accuracy
 - Working freelance and managing a variable workload
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Fees and expenses

The Editor works within an agreed overall editorial fee, with a small budget for contributors and illustrations, and an allocation for relevant expenses. The Editor will be appointed initially for June 2019 to 31 March 2022. The contract may be extended once funding for Engage is confirmed from April 2022 onwards. The contract may be cancelled by Engage or by the Editor giving three months' notice on either side in writing.

Terms

£8,500 per annum (inclusive of VAT if applicable), to be paid quarterly.

Expenses of up to £400 per annum for administrative costs and travel on public transport to be paid against receipts, excluding the cost of attending the Engage conference which will be met through the Journal budget.

Application process

To apply for this role, please send the following documents to operations@engage.org:

- A copy of your most recent CV with two references
- A covering letter, maximum one side of A4 in length, describing why you are interested in this role and how it fits with your experience to date, as well as any additional information that you feel is important to support your application
- An example of a piece of writing you have composed in a professional context, maximum one side of A4 in length
- An HTML link to a publication you have edited (if files are large please send these by WeTransfer)
- A completed Equality and Diversity monitoring form — download a copy at <http://engage.org/engage-journal-editor>

The deadline for applications is 10 am on Thursday 23 May 2019 by email only to operations@engage.org. Interviews will be held on Thursday 30 May 2019.

Applicants will be invited to attend an interview by Friday 24 May. If you have not heard from Engage by this date please assume that you have not been shortlisted on this occasion.

There is a meeting in London to select proposals for Engage 43 on Tuesday 4 June which it would be desirable for the Editor to attend.

If you require more information about the post please contact Jane Sillis, Director at Engage on 020 7729 5858 jane.sillis@engage.org. For non-members to get an overview of Engage Journal articles please view the Engage Journal Revisited project at <https://www.engage.org/journalrevisited>

Engage is committed to equality of access to its employees. We welcome applications from all sections of the community. Should you need application details in another format please contact engage on 020 7729 5858 or info@engage.org

Appendix 1

Engage Journal

The Engage Journal is the international journal of visual art and gallery education. Each edition of this twice-yearly online publication focuses on a separate theme to form a collection of work on all aspects of visual art and gallery education. Articles are commissioned through an open submission process, from which articles and case studies are commissioned. Contributors to the Engage Journal include academics, artists, researchers, curators, policymakers and gallery educators. Calls for proposals are publicised in May and November through Engage's members, networks, and visual arts and media contacts.

The Journal was launched as the Engage Review in 1996 to support Engage's overall mission by reviewing and disseminating gallery education theory and practice. It was (and is) seen as a key part of Engage's professional development strategy. The Review was retitled Engage Journal in 2002–03 and moved to an online format in 2011 in order to reduce the environmental impact, be more cost efficient, and increase readership and accessibility. The digital format also provides interesting opportunities to explore images and video as alongside the high-quality content the Journal is known for. A review of the Journal and its potential was undertaken with the Journal EAB in 2016 by Su Jones. Findings from this informed the plan to refresh the Journal in tandem with the redesign of the Journal website and the enlargement of the Journal Editor role. From 2011–19 the Journal was available as a print on demand publication. This will be discontinued from Engage 43 due to low interest and the launch of Journal in an updated digital format. Readers will be able to download a pdf or read the Journal online. This is a more efficient use of Engage's resources. To allow time for the redevelopment of the Journal and of the website, there has been a slowdown in Journal production, with Engage 41 published in August 2018 and Engage 42 to be published in Spring 2019. During this period, we invited colleagues from across the UK and internationally to select and introduce notable Journal articles which had influenced their practice. These were republished through the Engage E-bulleting and website at <https://www.engage.org/journalrevisited>

Access & Subscriptions

Engage members and existing subscribers can access the Journal by logging into the Engage website. Engage members normally receive access to two issues of the Engage Journal per year, including electronic access to many back issues. The Journal is available online from issue 28 onwards. Access to the online issue includes an option to download a pdf (issues 1–41), print text-only or read on-screen. Journals up to and including issue 27 are not available to read online, but PDFs of individual articles from issues 9–27 are available to download for free for Engage members.

Subscriptions to the Engage Journal are available to libraries and other organisations where 10+ require access. Such institutions receive one username and password, to be used to access the issues they have subscribed to. The price for a library subscription is £100 per annum. It is also possible to purchase access to a single issue of the Journal, at a cost of £10 for individuals; £25 for organisations, and £50 for libraries.

Appendix 2

About Engage

Engage is the lead advocacy and training network for gallery education. We support arts educators, organisations and artists to work together with communities in dynamic, open exchanges that give everyone the opportunity to learn and benefit from the arts. Engage has a membership of around 800, including c.270 galleries, museums and arts centres across the UK and in over 20 countries internationally. Engage is an Arts Council England National Portfolio Organisation Sector Support Organisation, and receives project funding from Creative Scotland and the Arts Council of Wales.

Engage provides a platform for education professionals working within galleries, museums, heritage venues, schools and other community venues, to meet and connect through Area Group meetings, engage professional development events, the engage Journal and website.

For more details about what we do and how to join visit www.engage.org

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**ARTS COUNCIL
ENGLAND**



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