

Costume Society News Editor: Print & Digital

Purpose

To create an editorial calendar and commission content, edit submissions and determine the most effective way(s) to communicate our activities and opportunities to our audiences through print and digital methods.

Responsibilities:

As a direct report to the **Vice Chair (Communications)** you will be responsible for the content of the Society's Website and Members Magazine and work closely with the **Ambassadors Officer & Social Media Editor** and the **Blog Editor** to ensure that the members are kept up to date with Society news, events, programmes and activities.

Tasks:

You will be responsible for ensuring that the **Website** is maintained and kept up to date, will offer direct support to the Trustees and Executive Committee to ensure that relevant news is posted and will work closely with those officers who have responsibility for sections of the website to ensure that the established branding and identity of the website is not compromised.

You will be responsible for monitoring website (including blog) use by creating regular Google Analytics reports. You will liaise with the VC (Communications) and MID (website designer and host) to ensure that the website remains functional and will support any upgrades of the site in the future.

The **Magazine** is a six-monthly print publication which members can also opt to receive digitally.

You will be responsible for creating and gathering content for the magazine, editing submissions, directing the design layout and ensuring that the agreed focus of the Society's priorities is reflected in the Magazine.

You will liaise with graphic design, print and distribution companies, including reviewing current arrangements to ensure that quality, standards, timescales and value for money are achieved.

You will be a key member of the Communications team which will include the Ambassadors Officer and Social Media Editor, The Blog Editor and the Ambassadors and will be asked to attend meetings of the Programme Sub-Committee (Events and Conference), liaise with the Grants and Awards team and, when required, also attend the Executive Committee. These meetings are usually held in London (3 times a year) and/or using online meeting platforms including Zoom and Microsoft Teams.

Skills and Competencies

You should be organised and used to working within a team and on your own to meet agreed deadlines and ensure that all outputs are of a high standard.

With editorial responsibilities you should have excellent communication skills, be able to produce written English to a high standard and have attention to detail in making editorial changes to written submissions.

As a content creator you should have experience of research and writing and preferably journalism experience in writing for different audiences and using different communications media.

As you will have to gather information from a number of Society teams and individuals you should be an excellent networker, be able to find synergies between activities and draw the society's news together in a cohesive, attractive and engaging way.

You should be comfortable with a variety of software and office packages and should have experience of editing and creating content for the web and social media.

As the editor of the Magazine to should have an understanding of print design, layout and engaging content.

Experience of magazine, newspaper and/or web media journalism would be an advantage.

This role attracts an honorarium