

## JOB DESCRIPTION

**Post:** Commissioning Editor, Children's Books

**Department:** Publishing, Tate Enterprises

**Reporting to:** Editorial Manager

**The Company:** *Tate Enterprises is a wholly owned subsidiary of Tate. Work at Tate Enterprises ranges from publishing, retail and merchandising roles to operations, finance and licensing.*

*Tate Enterprises shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.*



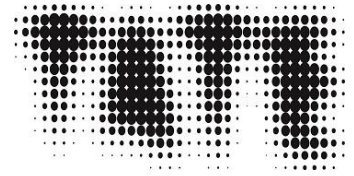
### **The Disability Confident Scheme**

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

**Purpose of the job:** The function of this post is to develop the children's book list through delivering a clear strategy and publishing programme. This will include commissioning, project editing and managing bought in packages as appropriate.

### **Main duties and responsibilities:**

- Working with Publishing & Business Director and Editorial Manager to define a strategy for Tate's children's books, to be measured and reviewed on a regular basis
- Working with the Publishing & Business Director and Editorial Manager to establish and communicate a forward publishing programme, and is refined by working in response to feedback from Sales, Marketing, Rights and Retail

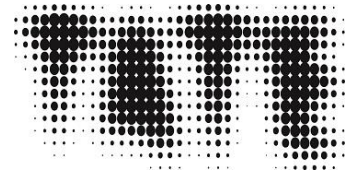


- Monitoring the sales performance, bottom line and market share of the list and producing a strategy with the Sales team to grow gross profit
- Creating concepts for new books and seeking out new illustrators, authors and designers to develop concepts into proposals for presentation at Acquisition & Development meetings, seeking at an early stage the advice of Sales, Rights, Retail and any relevant experts to establish the appropriate format and specifications in relation to target selling price, print run and the book's target audience/market
- Managing a range of children's publications (both commissioned, project managed and bought in packages), from initial concept through to publication, ensuring that all books are delivered to acquisition specification, to budget and to schedule, and working closely with all relevant internal and external stakeholders (including co-edition publishers where necessary) to achieve same
- Keeping abreast of competitors' products as well as relevant market research and insight work conducted by TEL or the gallery, and informing or conducting further research, evaluations or user testing as required
- Maintaining and developing a network of authors/illustrators, agents and publishers in the relevant fields
- Identifying and developing joint book and merchandise opportunities, working with Merchandise Director to ensure coordinated strategy
- Working closely with Sales and Rights to identify backlist opportunities and assess the suitability of titles for reprinting or repackaging
- Liaising with Sales, Marketing and Rights to support timely delivery of information and material and appropriate promotion of children's books
- Managing author/illustrator/agent relationships and all relevant correspondence
- Coordinating the supply and approval of sample pages and covers
- Assessing quality and suitability of content, presenting for buy-in at Acquisition & Development meetings, and shaping material with authors/illustrators
- Briefing Project Editors on contracted projects to ensure a thorough handover, continuing to liaise closely as the project progresses to assist in the reviewing and approving of artwork and text, suggesting edits and corrections as necessary, and to support the timely delivery of finished material
- Copyediting and proofreading text as necessary and making corrections in InDesign. Final responsibility for passing proofs and ensuring checking and sign-off as necessary



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- Drafting AIs for books, and cover/jacket copy, as well as any necessary catalogue copy
- Presenting titles at conferences and events
- Representing Tate's book publishing at appropriate meetings as directed by the Editorial Manager
- Soliciting and assessing book proposals as required
- Providing information on content and progress of books to other departments within TEL and Tate as required
- Performing other duties or tasks as may reasonably be requested by line manager or Publishing & Business Director

## Person Specifications

### Experience and skills

- Understanding of the commercial environment and marketplace for children's books, to include competitor knowledge
- Editorial experience (all aspects of the editorial process)
- Strong external networking
- Strong visual sense and design awareness
- Highly organised with the ability to prioritise effectively in a pressured environment
- Excellent oral and written communication skills
- Strong computer literacy; experience of InDesign, Word, Excel and other relevant software packages
- Ability to work on a number of projects simultaneously

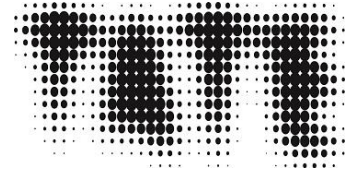
### Competencies:

- Has an enthusiastic approach and willingness to contribute to the development of the department
- Is excited by and has the belief in where the business is going
- Plans and prepares effectively to ensure delivery of the agreed results



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- Adapts quickly and flexibly to new demands and challenges
- Actively pursues opportunities to develop or enhance personal capabilities
- Constantly seeks ways to build on team work in widest sense across Tate departments
- Is solution-focused and open to new ideas
- Adheres to Tate's Dignity and Respect policy in all their activities



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