

Job Description

Freelance, Temporary Listings Copy Editor and Administrator

Fulltime (35 hours/week) for 10 weeks from w/c 13th Aug to w/c 15th Oct inclusive

Reporting to Head of Reader Development

Fee : £3,150 based on £9 per hour, 35 hours per week for 10 weeks.

This role will provide administration support to the Reader Development team throughout the run-up to and delivery of Book Week Scotland 2018 programme launch. The main focus of the role will be to take responsibility for the content of event listings on the Book Week Scotland website – gathering, editing and proofing the information supplied by partners

Responsibilities

- Working with the RD and Marketing teams on the set up and population of the event listings information for Book Week Scotland
- Editing and proofing the listings information supplied by partners for the BWS event listings, including ensuring that all listings are accurate for web functionality and online pdf brochures
- Liaising with partners to ensure listing information is complete and copy is engaging
- Checking the functionality of the BWS listings on an ongoing basis and working with the Senior Website editor to identify and rectify any issues arising
- Working with the Senior Website editor and Digital Marketing Manager to identify interesting themes and events to promote
- Providing information to the Press Officer about events that might be particularly press worthy – both for regional and national press.
- Contributing to the content for Book Week Scotland web and social media presence
- Any additional administration required to support the effective delivery of Book Week Scotland
- Supporting the set up and attending any events as required
- Time allowing, working with the Print and Marketing co-ordinator to produce online regional pdf brochures

Closing date – Monday 25th June at 5pm

Interview date – Thursday 5th July

June 2018