



The Architectural Association

ROLE

Junior Editor

Salary:	£24,000 to £26,000 per annum
Location:	London – Bedford Square
Department:	Communications Studio
Reporting to:	Head of Communications
Starting Date:	As soon as possible
Contract Type:	Permanent
Hours of work:	Full-time; 35 hours Monday to Friday; 10am-6pm

Role Overview

The Communications Junior Editor will assist with the day-to-day operations of the AA Communications Studio, providing support to deliver the School's written communication activities including school newsletters, press releases, internal communications, public programme promotional materials and school projects.

The appointed candidate will report to the Head of Communications and the Communications Studio Senior Editor and is tasked with supporting the development of important school documents such as the Prospectus, Annual Review and Report, Projects Review book, AA Weekly e-newsletter, etc. The role is key in the co-ordination, editing and delivery of day-to-day content produced by the school internally, as well as on the AA website and social media, in order to disseminate information both within and beyond the AA School Community.

The role will work closely with the editorial and graphic design team within the Communications Studio, the school's Digital Content Editor, the AA Public Programme team, Digital Platforms, Admissions, Membership, Bookshop, Photo Library and Archives, Visiting School, Audio Visual and the different academic units and programmes to share their work with a wider audience.

Main Responsibilities

Assist the Senior Editor and Head of Communications with the day-to-day running of projects and daily content for the following:

- Copy-edit and proofread content as required
- Plan and write content for the AA Weekly e-newsletter and upload and schedule through MS Dynamics
- Public Programme-related event material including promotional materials for lectures and exhibitions
- Bookshop-related material such as launch event promotional assets and copy
- Written material such as letters and memos requested by the Director's Office, SMT and other school departments
- Update and manage content on digital display screens on the AA premises

- Assist with editorial strategy for scheduling and delivery of content
- Generate emails to be sent out to contributors requesting required material
- Co-ordinate delivery of all images/graphics with the designers and pass on briefings where required
- Enforce deadlines and chase outstanding material
- Assist the Head of Communications and the Senior Editor with the following AA School projects:
 - Prospectus and Unit and Programme Briefs
 - Annual Report and Review
 - Projects Review Book
 - Projects Review Exhibition and Graduation content

For these projects, co-ordinate and edit all related content:

- Assist with editorial strategy for scheduling and delivery of content and production
- Generate memos to be sent out to tutors, programme heads and staff requesting required material
- Work with the Senior Editor to edit all texts
- Manage the approval process with tutors and staff
- Request, gather and co-ordinate delivery of all images to designers
- Enforce deadlines and chase outstanding material
- Serve as the point of contact for queries, problems and concerns
- Absorb changes/feedback from the Director's Office and Senior Management Team (SMT)

Co-ordinate with the Digital Content Editor and Digital Platforms team to ensure that all required content and documents are uploaded to the AA website

Assist with the following Social Media tasks:

- Manage day-to-day schedule for social media posting, working closely with student assistants
- Generate social Media content including idea generation, gathering images, drafting captions, reposting mentions and contributing to the AA's social media scheduling and strategy

Assist with the following Website Editing tasks:

- Monitor homepage content to ensure content is up to date
- Assist with copyediting, content and file uploads for the AA website
- Write and upload News items to the AA website
- Review, copyedit and publish Visiting School programme information on the AA website
- Assist with copyediting programme and course descriptions for upload to the AA website
- Manage content on the AA's digital display system using Telemetry CMS

Assist with the following AirAA (media and podcasts) tasks:

- Project co-ordination, reviewing recordings, liaising with the AV team and uploading podcasts to online platforms

Assist with AA Publications as required:

- With editing, image research and rights acquisition for AA Publications, including for *AArchitecture* magazine, where required

Proofreading:

- Proofreading of content produced by the Communications Studio as required, including graphic assets

Style Guide:

- Ensure that all content follows the AA Style Guide, and keep the guide up to date in co-ordination with the Head of Communications and the Senior Editor

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification

Knowledge, Skills and Experience

We are looking for a candidate that has a background in and is proficient with writing, and shares an interest in architecture, education and the arts. The AA is a dynamic institution that requires an individual that is excited about and will engage with the culture of the school, has good communication skills and is experienced in working with different departments. The projects that the role will co-ordinate and assist with are diverse in content and timeframe of production, and therefore the candidate will need to have a certain level of flexibility, able to adjust between different types of work not only week-to-week but also day-to-day, and a strong level of personal initiative and self-motivation. Due to the deadline-driven design environment at the school, the candidate will need to be flexible with hours so that projects are delivered on time. Finally, a person that enjoys writing as an artform in and of itself, is detail-oriented and is willing to engage with the nuances and details of language is preferred.

- Experience in academic writing and copyediting, as well as English as a first language
- Strong written communication skills, including drafting content, editing and proofreading
- A keen eye for detail and the ability to uphold a high standard of work across projects of every scale
- BA(Hons) in field related to writing or equivalent, experience in publishing and curatorial projects is preferred
- The ability to interact with and form productive relationships with staff
- An understanding of the requirements to engage with the day-to-day tasks
- Proficiency in software: Microsoft Office; Adobe Create Suite; Apple software (Keynote, Pages, etc)

Creative thinking and problem-solving are essential skills for AA employees.