



## JOB DESCRIPTION

---

<b>Job Title</b>	<b>Proofreader</b>
<b>Salary:</b>	<b>£12,000 per annum (pro-rata to £30,000 per annum)</b>
<b>Location:</b>	<b>London – Bedford Square</b>
<b>Contract Type:</b>	<b>Permanent</b>
<b>Department:</b>	<b>Communications Studio</b>
<b>Reports to:</b>	<b>Head of Communications</b>
<b>Hours:</b>	<b>Part-time; 2 Days between Monday–Friday; 10am–6pm (14 h/w)</b>

The Architectural Association was founded in 1847, opening as a day school in 1901. The AA is committed to public benefit attained by the learning, teaching, discussion and promotion of architecture. The School is recognised as a worldwide leader in architectural education, with graduates that include many of the world’s leading architects, scholars, critics and educators. The academic and professional programmes of study at undergraduate and postgraduate levels, up to and including doctoral level, are validated by external professional and academic bodies.

### **Role Overview:**

The Proofreader will be an important contributor to the Communications Studio team as the lead proofreader on all publications (both printed and digital), official school documents, communications and newsletters. The role is critical in ensuring editorial consistency and adherence to the AA style guide, allowing the school to produce high level published material.

The Communications Studio is responsible for overall school communication as well as the design and production of all content generated within the AA, both internally and externally. The studio has been relaunched, and it is an exciting time to join the team and take part in forming the future identity and next steps in how the AA communicates its work to a larger global audience.

### **Main Duties and Responsibilities:**

- Provide oversight, along with the Head of Communications, for all proofreading and ensure that the AA style guide is being followed for all publications, documents and communications
- Lead the three-part proofreading checking system for all publications, documents, communications and newsletters
- Proofread all institutional documents such as AA Prospectus, Annual Review, Annual Report, AA Book, communications and policy documents
- Proofread all printed publications including AA Files
- Read and evaluate written text for grammatical and typographical errors
- Co-ordinate with the Head of Communications and Communications Editor when required to liaise with writers and editors to determine the composition of specific texts in a document

- When required compare typeset proofs against original copy to identify errors or omission
- Use word processors and other specialised software to make changes on typeset documents
- Ensure page numbers are in the right order and not repeated or omitted
- Analyse documents to ensure chapter titles match list of contents
- Use symbols which are standard and recognised by printing and publishing companies
- Rephrase written text to ensure document structure and content are consistent
- Keep up with grammatical development as well as new terminologies in a language
- Ensure illustrations/image captions follow the style guide
- Assist with copyediting when required and time permits

### **Person Specification**

We seek an attentive proofreader who enjoys the finer details of written material to ensure that the day-to-day and long-term projects carried out by the Communications Studio design team have a consistent textual output. The AA is a dynamic institution that requires an individual that is excited about and will engage with the culture of the school. As the AA is a deadline driven design environment the candidate will need to occasionally be flexible with hours. Finally, a person that enjoys working in a team-driven collaborative environment and the sharing of ideas about the best way to ensure a consistent output of content.

- A Bachelor's degree, preferably in English, journalism or mass communication, or in a related field.
- Experience working for publishers as a proofreader or in a related role, and knowledge of standard proofreading practices, procedures, notational systems and concepts
- English as a first language
- An ability to identify and rephrase grammatical errors to ensure an error-free text
- Adept at working with authors, editors and typesetters to publish comprehensible write-ups
- Spelling/Grammar Skill: An ability to correctly assemble words and apply them in writing
- A basic knowledge of InDesign is preferable
- Preferable ability to copyedit when required

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.

Please note that it will not be possible for the AA School to issue a Certificate of Sponsorship for successful candidates as this role does not fall into one of the standard occupational codes deemed eligible for sponsorship by UK Visas and Immigration. Successful candidates will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the AA School, in accordance with the Immigration, Asylum and Nationality Act 2006.

The Architectural Association School of Architecture aims to create conditions that ensure staff and students are treated solely on the basis of their merits, abilities and potential, regardless of their gender, race, religious/political beliefs, ethnic or national origin, disability, family background, age, sexual orientation, or other irrelevant distinction.