



Editorial Assistant (Sub-Editing)

Job Description

Reporting to:	Senior Awards Manager
Start date:	Immediate
Contract:	9 weeks from start date
Location:	London E1
Hours:	Office hours are 9am – 6pm Flexibility will be required when working to deadlines.
Salary:	£19,000 per annum / pro rata
Benefits:	28 Days holiday (pro-rata and including public holidays)
Recruitment:	Early applications are encouraged. An online editing test and interviews will be held for successful applicants. If a suitable candidate is found sooner, applications will be closed ahead of the deadline.

The project & the role

Every year, D&AD's in-house team produces and publishes the D&AD Annual. The book is loaded with inspiring work and has been nicknamed the 'bible of creativity'. It showcases the best creative work from design studios, advertising agencies, production companies, digital media agencies, and other creative firms from all over the globe.

Studios submit descriptions for their work to be printed in the book. In this role, it'll be your job to check this text and make sure it's spot-on and spotless.

You'll be expected to:

- Check the descriptions for all the projects featured in the book, from big advertising campaigns to website designs to product packaging
- Where necessary, rewrite the descriptions so the full meaning is there. Research the work online, watch little films about it, speak to the studios behind it
- Check the descriptions match up with the images of the projects
- Make sure the quality of the writing is as good as it can be, from readability and accuracy to logic and consistency.
- Get to grips with D&AD's tone of voice and style guide
- Proofread the text for grammar and spelling
- Be responsible for final proofing of all text in the book

You'll be:

- A stickler for detail, quality and accuracy
- A whiz at grammar
- A great team player

You'll have:

- Experience in sub-editing
- Excellent writing skills
- Experience through education or work experience, or a genuine interest in, the creative industries: advertising, PR, design, marketing, film production (and a familiarity with the industry jargon)
- The ability to manage your own time and keep to schedules

What you'll get out of it:

- To use your editing skills on an inspirational book
- To work on a self-publishing project
- To get to know exciting creative work
- A great experience working with a lovely design and publishing team
- Plenty of cake

How to apply:

Full details on how to apply can be found on the D&AD website: www.dandad.org/careers