



Editorial Executive

Please submit your Cover Letter and CV in ONE document

Application deadline: 3 April 2017

Interviews: W/c 3 April 2017

Job Description

Reporting to:	Senior Awards Manager
Contract:	17 weeks April to August, exact dates tbc
Location:	London E2
Hours:	Office hours are 9am – 6pm Flexibility will be required when working to deadlines.
Salary:	£23,000 per annum / pro rata
Benefits:	28 Days holiday (pro-rata and including public holidays)

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.

In this role, it'll be your job to help coordinate the content for the book, from screening images of featured projects to proofreading text, to organising the pagination.

You'll be expected to:

- Help train and support an internal team collating content
- Help establish a workflow for the team collating content
- Help plan which content gets laid out where throughout the whole book
- Check all images, making sure they're spot on for the projects
- Check all credits submitted for the projects, making sure they're accurate
- Cross check information for consistency

- Feed back to the internal content collection team when more information or other images are needed for a project
- Liaise with other in-house teams (e.g. design team, digital team) as well as external contacts (e.g. advertising agencies)
- Proofread text on laid out pages
- Support senior editorial staff in all activities leading to publication, including project management

You'll be:

- A stickler for detail, quality and accuracy
- A whiz at grammar and spelling
- A great team player
- Willing to get stuck in and improve things yourself if you spot anything that isn't working as well as it could be

You'll have:

- Excellent organisational skills
- Excellent oral and written communication skills
- Excellent proofreading skills
- Good analytical and IT skills, especially using MS Word and Excel
- Experience through education or work experience, or a genuine interest in, the creative industries: advertising, PR, design, marketing, film production. For example you must be familiar with the different job roles within the advertising, design, or film industry
- The ability to handle multiple projects and prioritise effectively

What you'll get out of it:

- To use your organisational and 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 an experienced design and publishing team
- Plenty of cake

Due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.