



Copy Editor

Please send your Cover Letter and CV in ONE document to jana.labaki@dandad.org, using 'Copy Editor' as the subject line for your email.

Deadline: 6 May 2019

Job Description

Reporting to: Senior Awards Manager
Contract: 6 June – 16 August 2019
Location: London E2
Hours: Office hours are 9am – 6pm
Flexibility will be required when working to deadlines.
Salary: £22,000 per annum / pro rata
Benefits: 29 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.

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 that 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 copy 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 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 an experienced design and publishing team
- Your name published in the 2019 D&AD Annual
- 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.

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves that you are eligible to work in the UK.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.