

Book Works
19 Holywell Row
London EC2A 4JB
www.bookworks.org.uk

March 2019

Dear Applicant

Full-time post of Book Works Co-Director (Publishing)
Deadline for applications: 15 April 2019
Interviews: Weeks commencing 20 and 27 May 2019
Start date: September 2019

Thank you for your enquiry about the Co-Director position at Book Works.

Please fill in the application form, and supply a covering letter (maximum two pages) to explain why you are applying for this post, including how your skills, experience and achievements make you suitable for the job.

Please refer to the information enclosed with this form, and in particular, the criteria in the person specification on the job description.

Email your application together with your cover letter, current CV and Equal Opportunities monitoring form to:
director@bookworks.org.uk (subject line: Co-Director/Confidential).

We will let you know if you have been shortlisted for interview. We will hold interviews in the weeks commencing 20 and 27 May at Book Works.

Due to the anticipated volume of applicants we will not contact you unless you have been shortlisted; if you do not hear back from us please assume you have not been successful on this occasion.

Please email director@bookworks.org.uk if you need any further information.

Best wishes,

Rob Hadrill
Co-Director, Book Works

Unique Job Opportunity – Full-time position Co-Director of Book Works (Publishing)

Book Works seeks an experienced new Co-Director (Publishing) to lead this dynamic organisation into the next phase of its development together with Rob Hadrill, Co-Director (Studio).

We are looking for an ambitious and talented person to lead and direct on the artistic programme at Book Works, with an overall vision for the organisation and its future direction, developing the programme and championing a case for creative diversity alongside fundraising, income generation and financial strategies.

Book Works is the leading contemporary arts organisation with a unique role as makers and publishers of books. Acting as a national resource for books by artists and those involved in publishing in the arts, Book Works enjoys an international profile as an independent art publisher.

As a charity our projected turnover (2019/20) is broken down into two main components:

- Studio income represents 51% of total turnover and this is generated through studio sales to cover all studio expenditure.
- Publishing income represents 49% of total turnover and this is generated through books sales/other earned income, public grants, trusts and foundations, and individual supporters. Publishing currently receives Arts Council England NPO funding that represents 53% of publishing turnover, with the remaining 47% raised through earned income (23%), and fundraising campaigns for specific projects and programme costs (30%).

Jane Rolo, Founding Director (Publishing) will be leaving Book Works at the end of September 2019. For the last thirty-five years she has led publishing and commissioning at Book Works, building a singular approach to working with artists. Jane co-founded Book Works with Rob Hadrill in 1984, and her contribution to art and publishing has been to foreground a unique space for the production of artists' books. The list of artists that Book Works has commissioned and worked with is a history of experimental thinking. Early publications include books by Cornelia Parker, Joseph Kosuth, Tacita Dean, Adrian Piper, Jimmie Durham and Susan Hiller. More recent examples of artists working with Book Works include: Katrina Palmer, Hamja Ahsan, Slavs and Tatars, Clunie Reid and Laure Prouvost. New projects in 2019 include books by Bouchra Khalili, Stephen Sutcliffe, and Sophia Al-Maria.

Jane pioneered an approach to commissioning that gave opportunities to a diverse range of young artists to publish their own work, and also to curators and editors, such as Matthew Higgs, Stefan Kalmár, Sara Wajid, Mark Beasley, Lisa Panting, Stewart Home, Maria Fusco, Nav Haq, Craig Martin, Michael Bracewell, Nina Power and Gerrie van Noord, to create their own series, and for young, emerging and unknown artists and writers to be commissioned through a process of open submission. This legacy continues

in 2019 with 'Contact', a new series of books commissioned by Hannah Black, and a new issue of *The Happy Hypocrite* guest-edited by Erica Scourti.

Book Works' business plan outlines our programme and budget for the next three years (2019–22), with commissions for the current year 2019/20 in place, and a strategic programme of commissioning, fundraising and development underway for this period. Book Works is a National Portfolio Organisation of Arts Council England and funding is in place for 2018–22/4 year period.

For more information about Book Works see our website www.bookworks.org.uk

Job Description

Key objectives

Artistic/publishing

You will be in charge of the overall artistic programme for publishing and commissioning at Book Works, responsible for both design and delivery, working with our funding partners, supporters and trustees, financial planning and fundraising, and being the key spokesperson for the organisation as a whole. You will be heading our publishing and commissioning team to champion and deliver an exciting list of creative and diverse artists' publications, and the accompanying programme of exhibitions, events, and workshops.

The job will involve some travel in the UK and internationally to represent Book Works, and to develop our programme – meeting potential co-publishing partners and sponsors, as well as artists, designers, and curators.

Strategic Development

You will lead on all strategic development at Book Works, with Co-Director Rob Hadrill; produce business plans, strategy papers and policies; be the main point of contact with our relationship manager as an Arts Council England NPO, and the main representative to talk about Book Works to our stakeholders.

Financial planning/fundraising and budgets

You will be responsible for developing and implementing all budgets, income generation, and the main lead on fundraising initiatives at Book Works. You will be the main contact with our accountants and finance administrator, and oversee all project budgets and payments for the publishing side of the organisation.

Book Works Board

As Company Secretary you will be responsible for all communication with our Board of Trustees, and for reporting to the Charity Commission and our funders/stakeholders. You will share responsibility for all legal and accountancy matters at Book Works with Co-Director, Rob Hadrill and our trustees.

Management

In conjunction with Co-Director Rob Hadrill you will be responsible to the Board of Trustees.

You will be responsible for managing the publishing team including:

- Editorial, Marketing and Development Manager
- Sales and Distribution Manager
- Finance Administrator
- Catalyst Evolve/Fundraising Coordinator
- Other staff as appropriate, including Editorial Assistant, Sales and Distribution Assistant
- Our commissioned artists, editors, curators, and designers; other freelancers and co-publishing partners

Person Specification

Book Works has an Equal Opportunities policy and welcomes applications from all sections of society.

Qualifications

- Knowledge of working within the publicly funded arts sector – a proven track record in fundraising from public funds, trusts and foundations and individual supporters, financial reporting, and overseeing numerous project budgets is essential.
- Knowledge of current charity law and governance, employment law, health and safety and equality legislation is desirable.
- Degree in art/publishing/humanities is desirable.
- Computer literacy and IT experience is essential.

Attributes

- It is essential that you have knowledge and experience in the arts/publishing sector, with a proven track record of at least five years of commissioning and delivering a high standard of art/publishing projects.
- We are looking for someone with leadership qualities, who has been working in the arts publishing sector/as a publisher or commissioning editor, or a curator/cultural entrepreneur and has commissioned and delivered an artistic programme with an interest/focus in printed matter/publishing. We are interested in someone who can demonstrate an interest/track record in working with diverse, emergent artists and writers, and championing those artists/writers, especially at the start of their careers.
- It is desirable that you understand the process of publishing from commissioning through editing, design, production, distribution, marketing and promotion, and that you can demonstrate which areas are your particular strengths in this process.
- Knowledge of contemporary art and design, and of the creative industries sector is essential, as is the ability to combine this knowledge with a keen business sense.
- You will have some previous knowledge or experience of working in the charitable/public arts sector, and experience in strategic and

business planning, comprehensive financial experience, including financial management, budgetary control and audit preparation.

- You will have proven leadership and managerial skills, and be confident of your ability to manage a small team, as well as working with our trustees, publishing and funding partners, auditors and other stakeholders.

Terms and conditions of appointment

Job duties and job description

The job description is a guide to the targets that the Co-Director is expected to achieve. They may change from time to time by agreement to meet changing circumstances.

The new Co-Director would ideally start in September 2019.

Full-time position with exact working hours and location to be agreed.

Book Works operates a flexible working policy, with working hours to be agreed by both parties on appointment. Some evening and weekend work will occasionally be required.

Salary

Up to £45,000 (or pro rata) depending on experience.

Paid Annual leave

38 days including all public and bank holidays (or pro rata).

All terms and conditions subject to contract

Book Works

Board of trustees (7)

Karen Brown, Ron Henocq, Reema Khan, Lisa Le Feuvre, Michael Mack, Isa Tharin (Chair), and Gerrie van Noord

Co-Directors (2)

Rob Hadrill

(Studio Co-Director)

Jane Rolo

(Publishing Co-Director)

Jan Burgess

(Studio Manager)

Ruth Harrison

(Finance Administrator)

Gavin Everall

(Editorial, Marketing &
Development Manager)

Paul Sammut

(Sales and Distribution
Manager)

Andy Clark

Annette Friedrich

Kathryn Rushe

(Bookbinders)

Nkenna Ibeakanma

(Catalyst Evolve/
Fundraising Coordinator)

Lizzie Homersham

(Editorial Assistant)

Louisa Bailey

(Sales and Distribution
Assistant)

Ina Baumeister

Ruth McCann etc.

(freelance bookbinders)

Karen Di Franco

(Archivist)

Guest editors

(freelance editors)