

Book Works  
19 Holywell Row  
London, EC2A 4JB

August 2019

Dear Applicant

**New position at Book Works: Public Programme and Communications Coordinator (3 days per week)**

**Salary: £28,850 (pro-rata: £17,310)**

**Deadline for applications: 5pm, 22 August 2019**

**Interviews week commencing: 9–11 September 2019**

**Start date: October 2019**

Thank you for your enquiry about the position of Public Programme and Communications Coordinator at Book Works, a new role at the heart of our ambitious programmes.

You will be working on press, publicity and events related to our current commissions. Upcoming projects include: a new book *Licorice* and the launch of an open submission series *Interstices* with Bridget Penney, a project with Nina Wakeford co-published with Art on the Underground, a new commission with Sarah Tripp, the latest *Happy Hypocrite*, issue 11, *Silver Bandage*, guest edited by Erica Scourti, and the 'Contact' series guest edited by Hannah Black with Hamishi Farah, Momtaza Mehri and Derica Shields. In 2020 we will start work on an ambitious project with Phyllis Christopher, that will involve crowdfunding and pre-publication press. As part of our small and friendly team you will also play an active part in scheduled book fairs and events into 2020/21.

**Email your application, subject line 'Public Programme and Communications Coordinator' together with your cover letter (maximum two pages), CV, Application form, and Equal Opportunities monitoring form to: [jane@bookworks.org.uk](mailto:jane@bookworks.org.uk)**

Please describe in your cover letter why you are applying for this post, including how your skills, training and experience make you suitable for the job, and refer to the information below, the person specification in particular.

We welcome applications from all sections of society, and aim to have an inclusive workforce and programme. If you have any questions about the role, please contact us and we'll be happy to answer any queries. Please email [gavin@bookworks.org.uk](mailto:gavin@bookworks.org.uk), or [jane@bookworks.org.uk](mailto:jane@bookworks.org.uk), or call 020 7247 2203 if you need any further information.

We will interview successful candidates 9–11 September 2019. If you are successfully short-listed we will email you, inviting you to prepare a short presentation demonstrating how you would:

- promote one of our forthcoming projects
- prepare a press campaign
- with support of the Book Works Publishing team help develop and implement a public programme and identify new audiences to engage with.

Due to the anticipated volume of applications we will not contact you unless you have been short-listed. If you do not hear back from us please assume you have not been successful on this occasion.

Best wishes

Jane Rolo  
Director, Book Works

**New position at Book Works**  
**Public Programme and Communications Coordinator (3 days per week)**  
**Reports to the Director**

Salary: £28,850 (pro-rata: £17,310)  
17 days holidays per year (includes bank and public holidays)  
Probation period of 3 months.  
Subject to contract.

Book Works seeks a Public Programme and Communications Coordinator to join this dynamic organisation and help shape and promote Book Works. This a new position and you will be joining the small, and friendly publishing team: Gavin Everall, Director; Paul Sammut, Sales and Distribution Manager; Lizzie Homersham, Editor; Louisa Bailey, Fundraising Coordinator.

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.

Responsibilities include:

Public Programme/Marketing

- With the Director and in association with Sales and Distribution Manager, Editor, and fundraiser, working on the marketing of commissions by shaping the public programme, including book fair participation, launches, and our supporters' events, where you will be involved in inviting and liaising with speakers.
- With Sales Manager and Editor working on the annual catalogue, including proofreading and distribution.
- Coordinate documentation of programmed events.
- Assist in managing and updating Book Works archive alongside the Director and freelance archivist, including documentation and website access.

Press/Communications

- Press liaison, and, with the support of the Editor, writing press releases, newsletters and contacting press for reviews.
- Taking a lead role in Social Media communications and strategies
- Managing communications and maintenance of Book Works' newsletter, and website.
- Managing and updating the contacts mailing list, and newsletter email lists.
- Maintain a filing system for press, including relevant print and online reviews/press coverage, and keep track of digital/social media impact for Arts Council England (ACE) reports.
- Liaise with Studio Director Rob Hadrill and Publishing Director Gavin Everall on any joint/general press campaigns.

FundraisingAudience Development

- Contribute to Book Works fundraising strategy (with Director, and Development Group).
- Crowdfunding – supporting Fundraiser on copy and promotion of any crowdfunding campaigns.
- Lead on coordination of annual raffle, with the support of Directors and Publishing team

Audience Development

- In consultation with the Director and publishing team, lead on audience development with a particular focus on audiences traditionally excluded and/or underrepresented.

General Duties

- Assist on Data Protection Review and Privacy Policy
- Occasional attendance at Board meeting

- Some evening/weekend work will be needed, including launches, events and bookfairs. Book Works has a flexible working hours policy.
- Liaise with IT support when issues arise.
- Generate quarterly reports to include Press, Public Programme and Audience development information for the Director.

### Training

- Opportunities for training are available, subject to agreement with the Director.

### **Person Specification**

#### We are looking for someone with who can:

- With the publishing team, help develop and implement an engaging public events programme and communications strategy, related to and supportive of our programme.
- Help develop and expand our audience.
- Bring at least 2 years experience of working on successful communications strategies in the arts or publishing sector or as a curator.

#### We are interested in someone who can demonstrate:

- Experience of working on public programmes with artists and writers.
- Interest and proven track record in working with emerging artists/writers, or transferable skills.
- Knowledge and experience in contemporary art/publishing sector, or related fields, with an excellent understanding of the publicly funded arts sector.
- Experience of working in a small team in a publicly funded setting.
- Knowledge of working with press and managing social media.
- Good writing and proofreading skills.
- Knowledge of managing databases.
- Experience of crowdfunding desirable.
- Experience of self-managing or project managing.