

The Beadworkers Guild Journal

Editor's Job Description

Aims: to ensure that the Beadworkers Guild Journal reflects the past and current interests and achievements in beadwork by publishing articles and projects from a wide range of sources which inform, educate and inspire readers of all abilities. To ensure that the Journal is published to the timetable set by the Guild.

The Editor is responsible to the Chairwoman of the Journal Sub-Committee (JSC) and is guided on editorial policy and for day to day purposes by the Sub-Committee.

The Editor is responsible for co-ordinating the efforts of all those involved with the production of the Journal, be they paid or volunteer members of the team. The number of pages attracting payments to contributors is limited to sixteen (equivalent to eight two-page projects). Any proposed excess should be agreed on a case by case basis with the JSC.

The Editor is responsible for the identification of personnel to provide photographic and graphic illustrations, and for negotiating their contracts. The Editor advises the Guild on the provision of design and production services for the Journal. Any proposed increases in costs for photography, illustrations, design or production should be reported to the JSC who will be responsible for getting Trustees' agreement (via the Finance Sub Committee).

Specific tasks are to:

Commission suitable articles and establish a framework of four or five issues ahead in discussion with the JSC.

For each article, discuss content, illustrations and timing with the author. Send contract letter and author's guidelines. Check author's progress as necessary and keep the JSC, Deputy Editor and Advertising Co-ordinator informed by circulating an updated flat plan.

On receipt of an article, check the text and make any alterations and corrections necessary. Assess illustrations and choose which ones to publish. Ensure all computer graphics and photographs are good quality and in a suitable format, arranging for them to be redrawn or reshot professionally if necessary. Check photographic credits. Work with the team of BWG proof reading and testing volunteers to ensure that all content is fully proof read. Confirm changes are acceptable with the author.

Liaise with the Deputy Editor and Advertising Co-ordinator on the number of pages, content and timetable for each issue, ensuring they fit in with the planned timetable.

Complete the contributor spreadsheet for each issue of the Journal and liaise with the BWG book-keeper to ensure payment. Approve all invoices and send directly to the BWG book-keeper for payment, passing details to the JSC. Advise JSC of any likely increases in normal production costs and obtain JSC agreement for any unusual costs not normally incurred for each issue prior to incurring such expenditure.

Send claims for expenses for postage, telephone, stationery and travel to the JSC

Chairwoman for approval for payment.

For each issue:

- ❖ Liaise with the Advertising Co-ordinator on preparation of the Advertising Section, particularly the likely number of pages and any gaps that will need extra copy from elsewhere.
- ❖ Write an Editorial.
- ❖ Liaise with the Deputy Editor and Beadworkers Guild Chairwoman (and other contributors where relevant) on preparation of all other regular items (eg: Contact list, Guild news, Events etc, Letters, Groups Noticeboard, Classes and message for the carrier sheet) and any inserts.
- ❖ Provide the Layout Manager with all material electronically at least four weeks in advance of publication. Discuss layout and contents list with the Layout Manager and indicate which photographs should appear on the front and back covers, providing captions. Agree the contents list. Confirm the date by which the Office Administrator should provide mailing labels to the Layout Manager. Send pdf files of the Guild's pages for checking to the Chairwoman as soon as they are available.
- ❖ Check proofs and discuss corrections/alterations with the Layout Manager. Sign off for printing at least two weeks before publication date.
- ❖ Arrange payment to authors and return original material.
- ❖ Arrange payment of their invoices to the printers, the Deputy Editor, the Advertising Co-ordinator and the Layout Manager.