

**Publications Manager (1-year fixed term contract, pro-rata upto 4 days per week)****Background**

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Zarina Bhimji, Sophie Calle, Theaster Gates, Emily Jacir and Michael Rakowitz.

With beautiful galleries, exhibitions, artist commissions, collection displays, historic archives, education resources, inspiring art courses, restaurant and bookshop, the Gallery is open all year round, so there is always something free to see.

The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

**Whitechapel Gallery Publications**

The Whitechapel Gallery Publications programme produces 6-8 Exhibition Catalogues each year and 2 *Documents of Contemporary Art* series titles, which are co-published with the MIT Press.

**Role**

The Publications Manager is part of the Commercial Ventures team and is responsible for the production, sale and distribution of the *Documents of Contemporary Art* series and provides support, where required, in the production and distribution of exhibition catalogues. Successful candidates will have demonstrable experience and skills in copy editing, copyright clearance and proof reading.

The Commercial Ventures Team comprises of the Director of Commercial Enterprises, Head of Editions, Editions Sales and Editions Officers and the Commercial Events Officer.

**Accountability**

The Publications Manager is managed by the Director of Commercial Enterprises.

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**Job description**

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## **Duties and Responsibilities**

### **Documents of Contemporary Art**

- Project Coordinator for the *Documents of Contemporary Art* series, taking responsibility for delivery of the publications including:
  - Managing relationship with the Commissioning Editor, Guest Editor and liaising with Editorial Board on content and editorial decisions
  - Liaising with Co-Publisher and Designer ensuring smooth running of contractual relationship
  - Manage the design, sourcing and transcribing texts, copyright clearance, proof reading and print production for the Series
  - In conjunction with the Director of Commercial Enterprises manage the authors' contracts and budgets.
  - Management of backlist including stock and inventory management, selling reprints to Co-Publisher, corrections, production and delivery
  - Act as a main point of contact for the series.

### **Exhibition Catalogues and Display Publications**

- Provide support where required in the production and distribution of exhibition catalogues and display publications including:
  - The placing of repro and print, liaising with the designer and Exhibitions Department on proofing, and managing print schedules and delivery
  - Support projecting sales, setting retail prices and setting print runs
  - Advising on editorial procedures where required, including style, translations, author contracts, copyright clearance, writing blurbs and proof reading
  - Responsible for monitoring and ordering exhibition catalogue reprints, including implementation of all corrections
  - Where applicable, support in securing co-edition and licencing activity, including tendering to co-publishers, publisher contracts, supplying files, approving layouts, print production where required, and all sales and marketing requests
  - Management of all catalogue buy-ins when produced by a third party publisher, including negotiating rights, pricing, approving contracts, print runs and delivery

### **Sales and Reporting**

- Responsible for inventory management, sales and reporting on all publications including:
  - Liaising with the Gallery's distributors (Thames & Hudson and Art Books D.A.P.) including attendance at sales conferences, creating and maintaining Ais, writing sales copy, providing marketing images and working on promotions as required

- Responsible for all direct orders from artist galleries and touring venues
- Responsible for all record keeping for publications, including internal stock and finance records (including updating cost prices).
- Management and monitoring of all publications sales reporting, including for current exhibition catalogues
- Management of receipt of stock on site, maintaining order of the stock room, monitoring and providing complimentary copies internally and processing and tracking stock movements on the K3 inventory management system
- Supply of stock to Koenig Books onsite and processing monthly stock transfers
- Responsible for uploading new products and maintaining all book information on the Whitechapel Gallery online shop through Shopify
- Responsible for production of content for and posting to the @whitechapelgallery\_books Instagram Account
- Liaising with Communications on the promotion of Whitechapel Gallery publications

### **Merchandise**

- Work with colleagues in Exhibitions to select and clear image rights to produce a limited number of exhibition postcards by Koenig where suitable
- Monitor stock levels of Archive & Rare Posters, support the delivery of any onsite merchandising opportunities and provide copy and images to Communications where required
- In collaboration with the Director of Commercial Enterprises, explore possible new lines of merchandise in relation to the Gallery, the Archive or artists/themes within our public programme

### **Other**

- Any other duties that may be requested by the Director of Commercial Enterprises including support for the annual stock take, quarterly Board update and annual ACE reporting
- General administrative duties including preparing invoices, delivery notes and purchase orders, taking minutes, fulfilling gallery orders, responding to copyright requests and answering queries
- Represent Whitechapel Gallery Publications at public events, internal meetings and networking on behalf of the organisation

## **Person Specification**

### **Essential**

- Experience of book production, sale and distribution
- Experience working in a gallery, museum or publishing environment
- Excellent proven communication, organisation and administration skills
- Excellent proven copy-editing skills
- An understanding of the issues involved in copyright clearance
- A keen eye for detail
- Excellent IT skills including experience of Shopify and stock management systems
- Proven project management experience

### **Desirable**

- Proven experience of writing descriptive text and catalogue information
- Experience of stock management
- Publishing sales and marketing experience
- Experience of producing and buying merchandise – knowledge of what make a successful merchandise offer
- An understanding of debates/issues in contemporary culture and art

### **Conditions of Work**

- 1-year fixed term, part-time contract (open to discussion around contracted days/hours, expected 3/4 days per week)
- Hours of work: 9.30am – 5.45pm, Monday to Friday, plus some occasional weekend and evening work, which will be compensated by time off in lieu
- Salary: £30,000 - £32,000 full time equivalent; pro rata upto 4 days per week
- The period of notice is 2 months in writing on either side, 2 weeks during probation period
- Probation period: 6 months

### **In addition, the benefits you are eligible to receive are, subject to availability:**

- 25 days annual holiday (pro rata for part-time staff)
- Eligibility to participate in the group personal pension scheme with the Gallery contributing 4.5% of gross annual salary
- £200 per annum research and travel grant (pro rata equivalent for part time staff)
- Discount from the Gallery bookshop
- Discount in the Whitechapel Restaurant
- Discounts on editions (one per edition) and publications
- Option to participate in the Busy Bees Childcare Voucher scheme.