

NEWS EDITOR

About the role

For over 20 years, ArtsProfessional has served the arts and cultural sector as an independent, specialist B2B publisher. Since May 2013 it has been published online only, and the website at <https://www.artsprofessional.co.uk> has grown in popularity and profile, now reaching average monthly website visitors numbering around 60,000.

This is a leadership role, working within a small editorial team to publish content that supports and enhances the professional practice of those working in the arts, and scrutinises the leadership and policy context of the sector. The News Editor will work to maintain ArtsProfessional's status as a high-quality, trusted source of relevant news and information.

Since June 2021, ArtsProfessional has been published by Arts Professional Media Ltd, an editorially independent company in the Baker Richards Employee Ownership Trust group. As our subscriber base continues to grow, we are planning to modernise the design and technology of our platform during the coming year.

Our guiding principles are at the heart of the organisation:

Integrity. We're honest, serious-minded and strive for balance.

Curiosity. We ask questions, challenge and probe to get the facts.

Independence. We stand up for the values of truth and impartiality and aren't afraid to raise the issues that others can't – or don't.

Topicality. We're concerned with what's going on now across the arts, but we don't let fashion and trends side-track us.

Collaboration. We publish content from disciplines within and beyond the arts, and welcome contributions from outside the sector and beyond the UK, provided they are of interest to Arts Professionals.

Our editorial activity aims to inform Arts Professionals and keep them in the know. In particular:

- We cover news stories that are usually too specialist for the national press, but of importance to those working in the arts.

- We investigate what's going on in the sector, holding public bodies to account when necessary.
- We keep the sector up to date with changes in areas such as the law and technology, and policies that may affect them.
- We share good practice providing a platform for arts organisations and practitioners to share their experiences.

- We encourage our readership to join in a conversation, sharing their opinions on matters of concern.
- And we provide a forum for people to comment on key issues or topical subjects.

The News Editor will work in collaboration with the Editor, Journalist and Publisher to sustain quality content, while also contributing to the development of new content propositions.

They will enjoy working in a small, tightly knit team as part of a business that works efficiently and effectively to tight deadlines on small budgets.

The company shares finance and administration staffing and resources with Baker Richards Consulting Ltd and has shared head office facilities based in Cambridge. Most employees work remotely from home, but there is the option of working from our Cambridge office.

News Editor

JOB DESCRIPTION

Job Title	News Editor
Company	ArtsProfessional Media Limited
Purpose	To write, edit and oversee the production of relevant high-quality news content at www.artsprofessional.co.uk and to work with the Editor to develop the ArtsProfessional editorial offer, underpinning a sustainable future for the organisation.
Reports to	Editor (part-time) & Publisher
Direct reports	Journalist (and occasional freelance cover)
Location	Any, but with the ability to get to London or Cambridge twice a year. Option to be based in our Cambridge office if preferred.
Hours of work	40 hours per week
Duration	Permanent
Salary	£30,000
Benefits	<p>ArtsProfessional is part of an Employee Ownership Trust with no private shareholders, and elected employee representation on the main Board.</p> <p>Subject to overall group performance and an equality principle, a bonus is payable to all employees from their second year of employment.</p> <p>A NEST auto-enrolment occupational pension scheme is provided.</p> <p>Basic annual leave entitlement is 33 days per year inclusive of public holidays and Christmas closure</p>
Responsibilities include	<p>Editorial decision-making</p> <ul style="list-style-type: none">• Working with the Editor to sustain and develop the strategic direction of editorial content• Sign-off on email bulletins as required

Leading the writing, editing and development of news content

- Using a wide range of primary and secondary sources to develop news stories
- Writing and editing clear, compelling, accurate copy for publication across all digital platforms
- Writing and editing powerful headlines, standfirsts, captions and social media posts to maximise reach, impact and engagement
- Liaising with press offices and other contacts to develop news stories and source comment
- Sourcing relevant images and ensuring copyright clearance
- Fact checking

Supporting editorial activity, including:

- Owning and developing the ArtsProfessional style principles relating to web publication
- Identifying and advising on features content
- Playing a leading role in editorial content meetings
- Working with colleagues to develop the ArtsProfessional editorial offer across video & audio
- Working with colleagues to analyse subscriber behaviours and maximise value to, and revenue from, subscribers

Supporting the welfare, development and performance of our team, including:

- Overseeing the work of the Journalist (and occasional freelancers), developing their expertise
- Working with the Publisher to input into staff appraisals
- Working with the Publisher to identify opportunities for development and performance management needs

Representing the organisation, including:

- Attending relevant press conferences / events
- Commenting on social media

PERSON SPECIFICATION

Knowledge / understanding

- A thorough cross-artform understanding of the range of issues facing the cultural sector in the UK (essential)
- A network of connections within the UK arts & cultural sector (desirable)
- Some knowledge of the international cultural sector (desirable)

Experience

- News journalism (essential)
- Social media (essential)
- People management (desirable)
- Magazine / e-magazine / blog publishing (desirable)
- Feature writing (desirable)
- Video or audio production (desirable)
- Online analytics (e.g. Google analytics) (desirable)
- Wordpress/Drupal or similar CMS (desirable)

Skills

- Microsoft Office software (essential)
- Command of written English at a level suitable for publication unedited. (essential)
- CMS software experience (essential)

Attributes

- Keen eye for detail / accuracy (essential)
- Confident communicator (essential)
- Shrewd business acumen (desirable)
- Collaborative working style (essential)
- Familiarity with media law (essential)
- Creative thinking, can generate new ideas (essential)

Qualifications

- NCTJ Diploma in Journalism (desirable)

Closing date for applications: 9am Monday 4th April

Interviews: Week Commencing 11th April – depending on shortlist, interviews may take place online, or in person in Cambridge/London. If in person, expenses will be paid.

For more information, contact **Ruth Hogarth (Editor)** on ruth@artsprofessional.co.uk or **Robin Cantrill-Fenwick (Publisher)** on robin@artsprofessional.co.uk