

## FURTHER PARTICULARS AND DESCRIPTION OF RESPONSIBILITIES

POSITION	JOB HOLDER	DEPARTMENT
Editor, <i>Poetry Wales</i>		Not applicable
PURPOSE OF JOB		
The Editor is responsible for the editorship of the magazine known as <i>Poetry Wales</i> .		
RESPONSIBLE TO	RESPONSIBLE FOR	
To the Publisher (operational issues) and to the Poetry Wales Committee (strategic and related issues)	The Editor is responsible for the direction and editorship of the magazine known as <i>Poetry Wales</i> , working closely with the Subscriptions and Marketing Officer.	
DURATION OF POST		
Subject to funding: 3 years in the first instance, with a possible extension for 2 years thereafter. Any extension beyond 5 years would be yearly only, and subject to agreement between the Editor and Publisher.		
RELATIONSHIPS		
Internal: Poetry Wales Committee, Publisher, Subscriptions and Marketing Officer		
External: authors, funding agencies, designers and printers, partners and stakeholders		
MAIN RESPONSIBILITIES		
<ul style="list-style-type: none"><li>• direct and develop the magazine, particularly with a view to growing the magazine’s subscription base and reach;</li><li>• edit three print issues of the magazine each year, selecting material from submissions and commissioning reviews, essays and columns to a four-monthly deadline;</li><li>• provide one item ‘from the editor’ for publication on the website in each month that the print magazine does not appear;</li><li>• curate website content overall, including (a) selection of free content reproduced from the print magazine itself and (b) the development and provision of additional audio-visual material;</li><li>• work with the Subscriptions and Marketing Officer to ensure the magazine is designed, proofed and produced to an acceptable standard, to an agreed deadline;</li><li>• proof each issue to the deadline set by the Subscriptions and Marketing Officer for the magazine and draw up a schedule of payments within the budget set by the Publisher;</li><li>• prepare marketing and communications plans and strategies with the committee and magazine workers;</li><li>• regularly promote the magazine through social media (Facebook, Twitter, and Instagram particularly) and at events in conjunction with the Subscriptions and Marketing Officer;</li><li>• implement the plans as agreed and within budget with the committee and magazine workers;</li></ul>		

- ensure that relevant staff of the Publisher and key stakeholders understand and are committed to achieving the strategies and plans, and are clear about individual responsibilities;
- use agreed methods to monitor the implementation and performance of the plan against milestones and budget;
- effective communication with the Publisher and Subscriptions and Marketing Officer to ensure familiarity with regular sales figures, financial reporting and the budget for the magazine;
- attend Poetry Wales committee meetings (three or four times a year) and a full board meeting (as invited, probably annually) with the aim of formulating strategies and policies for the magazine;
- assist in the annual grant application by providing a written commentary, providing feedback on the financial report, and attending the annual assessment meeting with the Welsh Books Council.

### **FINANCIAL RESPONSIBILITIES**

- Ensure that expenditure for the magazine is within the agreed budget.

### **SPECIFIC SKILLS / COMPETENCIES / EXPERIENCE**

- a respected member of the literary and/or publishing community in Wales, with an established record of poetry publication
- a commitment to and enthusiasm for poetry
- relevant contacts and knowledge of the literary scene in Wales and beyond
- commissioning and editing skills
- familiarity with magazine production
- networking skills (including via social media)
- advocacy and communication skills
- ability to work as a member of a team
- IT skills and numeracy
- attention to detail
- awareness of what constitutes good design
- good interpersonal skills/enthusiasm
- visionary

For informal queries about the post, please contact Professor Matthew Jarvis on [maj52@aber.ac.uk](mailto:maj52@aber.ac.uk)

### *About Poetry Wales*

*Poetry Wales* was established in 1965 and is regarded as a highly acclaimed poetry magazine published three times a year, one of the leading literary journals in the UK. The magazine has an enviable reputation for critical rigour, and supports excellent writers, both new and established, from Wales and beyond. Under the editorship of Nia Davies it has developed an international profile. The new editor's first issues will help celebrate its 55<sup>th</sup> volume. The editor receives a fee of £8000 per annum.

The magazine is published three times a year by Seren: Poetry Wales Press Ltd, and will receive some financial support from the Welsh Books Council until 31 March 2021, being reviewed in the autumn of 2020. The Welsh Books Council favours magazines active online and with both digital and print formats.

For more information about the magazine, visit [www.poetrywales.co.uk](http://www.poetrywales.co.uk)

## About the publisher

Seren (formerly Poetry Wales Press) was established in 1981 to publish collections of poetry by exciting young writers then appearing in *Poetry Wales*, such as Robert Minhinnick, Nigel Jenkins, Mike Jenkins, Richard Poole, Christine Evans and Sheenagh Pugh. It has evolved into Wales' leading literary publisher, with lists in poetry, fiction, biography, art history, drama, literary criticism and other areas. Its authors and books are regularly shortlisted – and win – major Welsh and UK prizes, and are distributed and sold around the world.

For more information about Seren, visit [www.serenbooks.com](http://www.serenbooks.com)

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