



ROLE STATEMENT

THE POSITION:		PROJECT EDITOR
POSITION NUMBER/CLASSIFICATION:	6798 / VPS 3.2	
REPORTS TO:	Publications Project Manager	
WORK UNIT:	Publications	
ORGANISATION:	National Gallery of Victoria	
LOCATION:	180 St Kilda Rd, Melbourne 3004	
DATE OF REVIEW	November 2017	
VISION	Creating an inspiring future: enriching our understanding of art and life.	
PRIMARY FOCUS OF THE POSITION:	This position is primarily responsible for the copy-editing and proofreading of NGV publications, both in print and online.	
1. ACCOUNTABILITIES (DUTIES):	<p>In fulfilling the primary focus of the position the incumbent will typically:</p> <ol style="list-style-type: none"> 1. Copy-edit and proofread publications (both in print and online) to ensure structural fit, correct faults in grammar, punctuation and spelling, suggest improvements in style and give consideration to copyright/libel. 2. Copy-edit and proofread didactics and extended labels; corporate publications (i.e. annual reports, exhibition reports and <i>NGV Magazine</i>); and marketing material (especially high-level marketing collateral), as required, meeting the required timeframes and applying NGV editorial style. 3. Project-manage publications (both in print and online), as required, throughout all stages of the production process, which may include briefing designers and photographers; image clearances and permissions; checking page proofs; collating changes; maintaining relationships with authors to resolve queries; checking printer proofs; attending press checks where necessary; and publishing content online using Wordpress. 4. Contribute to the generation of sales information for publications to promote distribution of titles, which may include authoring blurbs, selling points and other promotional material as required. 5. In consultation with the other Project Editor develop the NGV Style Guide. 6. Provide additional support to the other Project Editor and provide guidance to other team members, as required. 7. Contribute to departmental and team goals and participate in organisational initiatives and activities as required (including ensuring a safe and healthy environment for colleagues, visitors and stakeholders). 8. Ensure that records are created and managed according to the Records Management policy and procedures. 	



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	<p>9. Participate in and support organisational change initiatives and model NGV values and behaviours.</p>
<p>2. THE PERSON – KEY SELECTION CRITERIA</p>	<p>To achieve the purpose of the position, the following attributes are required:</p> <ol style="list-style-type: none"> 1. Proven on-screen editing, proofreading and writing skills, including a minimum of 5 years’ experience working on illustrated books and/or periodicals, preferably in an arts or design environment, and an excellent knowledge of grammar, punctuation and editorial mark-up and conventions. 2. Experience in project managing publications – preferably in print and online – through all stages of the production process including editorial, design, photography, printing and publicity. 3. <u>Organisational and planning</u>: identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required. Develops and implements systems and procedures to guide work and track progress and recognises barriers and finds effective ways to deal with them. 4. <u>Communication</u>: prepares briefs, letters, emails and reports using clear, concise and grammatically correct language, ensures written communications contain necessary information to achieve their purpose using appropriate styles and formats. Confidently conveys ideas and information in a clear and interesting way and understands and meets the needs of target audiences. 5. <u>Detail focus</u>: observes fine details, identifies gaps in information, looks for logical sequences of information and highlights practical considerations of plans and activities. 6. <u>Drive and commitment</u>: demonstrates capacity for sustained effort and hard work, takes responsibility for own actions, accepts changed priorities without undue discomfort, adaptable, remains calm and in control under pressure and enjoys a vigorous and dynamic work environment. 7. <u>Relationship building and teamwork</u>: establishes and maintains relationships with people at all levels, forges useful partnerships with people across business areas, functions and organisations, builds trust through consistent actions, values and communications, cooperates and works well with other in the pursuit of team goals, collaborates and shares information and accommodates and works well with the different working styles of others.
<p>3. OTHER RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE</p>	<ul style="list-style-type: none"> • A highly motivated person with an ability to work with limited direction and as part of a team.
<p>4. KEY RELATIONSHIPS</p>	<p>Build and maintain effective working relationships across the NGV and with external key stakeholders; and in particular with the following:</p> <ul style="list-style-type: none"> • Publications team • Curatorial team



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	<ul style="list-style-type: none">• Graphic Design team• Photographic Services team• Commercial Operations team• Marketing team
5. OTHER RELEVANT INFORMATION	<ul style="list-style-type: none">• The National Gallery of Victoria is an Equal Opportunity Employer and operates a smoke free work environment.• Hours of duty will be according to work unit requirements.• All employees of the National Gallery of Victoria are required to undergo security clearances performed by Australian Federal Police, and are required to undergo Human Resources and Risk, Safety, Security & Environment Inductions.• In line with the <i>Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015</i>, the National Gallery of Victoria (NGV) is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.• It is the employee's responsibility to familiarise themselves with, understand and adhere to NGV's Policies and Procedures as varied from time to time.• Conditions of employment are pursuant to the NGV's Enterprise Agreement.• All new appointments are subject to a three month probationary period which may be subject to review.
6. ABOUT THE ROLE STATEMENT	<p>As the National Gallery of Victoria evolves to meet the changing needs of the Victorian Public, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to represent the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant supervisor as part of the National Gallery of Victoria's performance management process.</p>
7. EMPLOYEE ACCEPTANCE	Signature: _____ Name: _____ Date: _____
8. MANAGER AUTHORISATION	Signature: _____ Name: _____ Date: _____