

## Reviews Editor, The Burlington Magazine, London

London, UK

Application deadline: Aug 7, 2017

Michael Hall

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### Reviews Editor - The Burlington Magazine

The Burlington Magazine, the world's leading monthly English-language journal of art history, is seeking a Reviews Editor, to oversee the commissioning and editing of reviews of exhibitions and books.

This is a senior position, reporting to the Editor. The successful applicant will have a higher degree in art history with academic expertise in some aspect of European fine or decorative art before 1800, and will be competent in one or more European languages. You should be highly organised with a proven ability to manage multiple tasks to strict deadlines.

Good written, interpersonal and team-working skills are a must, and experience of working in a magazine, book or digital publishing environment, while not essential, is also desirable.

It is a full-time post and is based at the Magazine's office in central London.

The salary is up to £40k, depending on experience, and comes with excellent benefits.

For a full description of the Reviews Editor's role and responsibilities and the application requirements please go to <http://www.burlington.org.uk/jobs-links>.

Shortlisted candidates must be available for interview from 6th – 15th September.

Deadline for applications is Monday 7 August 2017.

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### JOB DESCRIPTION

Job Title: Reviews Editor

Reporting To: The Editor

Location: The Magazine's offices, 14–16 Duke's Road, London WC1H 9SZ

Mobility: Occasional travel in London and Europe may be required, generally for short periods ranging from three to five days. The job holder should also have the flexibility to travel at short notice.

Hours: Full time, 5-days per week, 9am to 5pm

## JOB SUMMARY

The Reviews Editor has day-to-day responsibility for commissioning and scheduling exhibition and book reviews in the Magazine, editing them, obtaining illustrations and liaising with their authors at every stage of the editorial process. The Reviews Editor may be consulted by the Editor about any articles or other editorial matter and may be asked to edit articles. The Reviews Editor may be consulted by the Digital Editor about reviews to be published online.

## KEY RESPONSIBILITIES

- Commission and schedule reviews of books and exhibitions for the Magazine.
- Liaise with authors of reviews at every stage of the commissioning and editorial process.
- Obtain illustrations for the reviews.
- Liaise on the design of the books and exhibition pages.
- Edit and proofread all reviews.
- Assist with proofreading articles.
- Keep the electronic forward plan (Trello) up to date and help to maintain the electronic database of contributors.
- Assist the Editor with any editorial matter, including reviewing or editing articles, that falls within the Reviews Editor's area of academic expertise.
- Write reviews of books and exhibitions as required.
- Liaise with the Digital Editor on the choice and scheduling of reviews to be published online.
- Represent the magazine to the art historical community at large, including contributors (potential or existing), curators, academics, museums, galleries, advertisers, etc, as required by the Editor.
- Attend conferences, openings/private views, lectures and seminars as required by the Editor.

## SCOPE OF WORK

### Editorial

- Commission and schedule reviews of exhibitions and books after discussion with the Editor and, as required, other editorial staff.
- Edit and proofread all book and exhibition reviews, and edit articles as required.
- Liaise on the layout of the exhibition and book reviews.
- Assist with proofreading all articles.
- Assist with any editorial projects, such as special series, supplements, etc.
- If within the Reviews Editor's area of expertise, translate articles, exhibition and book reviews into English, as required.
- Write exhibition and book reviews, as required.
- Liaise with the Digital Editor on the choice of reviews to be published online.
- Assist the Digital Editor with the online calendar of events.
- Perform other editorial duties as required.
- Attend and contribute to editorial and general staff meetings as required.

### External relations

- Represent the Magazine at art fairs (local & international), fundraising events, private gallery/dealer events, exhibition/museum events, conferences, etc., as required by the Editor.

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#### PERSON SPECIFICATION:

##### Essential qualifications:

- Art History higher degree
- General knowledge of the field of art history in conjunction with expertise in an area of European fine or decorative arts before 1800
- High level of proficiency in written English
- Good network of contacts throughout the international art historical community
- Strong Microsoft Word skills
- Competence in one or more European languages, and the ability to translate articles and reviews if necessary
- Must be able to work and reside in the UK

##### Desirable qualifications:

- Magazine, journal or other publishing experience (editing, commissioning, and writing, etc.)
- Understanding of budgets
- Understanding of print and digital trends and issues in the field of journal publishing
- Appreciation of different social media platforms
- Knowledge of the art market and how it operates

For a full description of the Reviews Editor's role and responsibilities and the application requirements please go to <http://www.burlington.org.uk/jobs-links>.

##### Reference:

JOB: Reviews Editor, The Burlington Magazine, London. In: ArtHist.net, Jul 19, 2017 (accessed Jul 17, 2025), <<https://arthist.net/archive/15989>>.