

Art Editor – Film Group (maternity cover)

Bath

Fixed term contract

Job Summary

Reporting to the Art Editors of Total Film and SFX plus editors of each title, the Film Group Art Editor is primarily responsible for the look and feel of Total Film and SFX. They are responsible for the generation of each issue's visual content and the production of each magazine itself. You are also required to effectively work with the art team within the group and manage any freelance designers.

You will design pages by interpreting the direction of the editors, using fit-for-purpose typography, layout and pictures to create products that look appropriate for the intended market, to the highest possible quality, within the deadlines, using the resources provided. You will work with the editors, and senior staff in the group to plan how to get all the titles in the group to press on time. You are also responsible for the workload and distribution of that workload to art staff within your set of titles and the creative output of these titles.

You must also respond to reasonable requests from the Editorial Director, Film, Music and Technology and the Group Art Director to help create any of the Group's output, including its magazines, bookazines, websites, tablet editions, content marketing requirements and event collateral.

The job requires strong design and typographic skills, attention to detail, good organisational skills, a calm approach and self-discipline.

Department Summary

The Film Group has an Editorial Director, Editor-in-Chief, Group Art Director and content teams below.

Everyone in editorial is expected to work with those around him/her to create efficient working practices to minimise the need for extra resources, such as external freelance help. In order for the editorial team to be effective, all members need to be pragmatic, collaborative and communicative.

Key role responsibilities

1. Look and Feel

You are responsible for the design of Total Film and SFX's pages, including the sourcing or generation of any necessary visual content. You are expected to adhere to grids and typographic solutions that are already in place, but also evolve the design solution with the editor where appropriate. You may also be also responsible for any printed covermounts, such as supplements, calendars, gift packaging etc.

Specific responsibilities include...

- Planning and acquiring photography (portraits).
- Briefing and commissioning of illustrations.
- Sourcing and optimising for print any screengrabs, renders or similar supplied assets.
- Image library picture research.

2. Working across the Group

Under the direction of the Group Art Director and Editorial Director, all art staff may be asked to work on any of the creative output of the Group. The workload will be measured and sensible. To enable this, the Art Editor, Film Group should work closely with their Group Art Director to determine where on their brand they can reduce effort and repetition, and how to best allocate resources including freelancers, without damaging the overall result.

3. House ads and marketing

The Art Editor, Film Group is also required to generate some marketing material for their titles. This includes house ads to appear in other magazines.

4. Digital

The Art Editor is responsible for the look and feel of all associated digital representations of the brand, which may include tablet editions, apps and disc interfaces, as well as contributing toward the magazine's web presence (although they are not necessarily solely responsible for the look and feel of a large website).

5. Software

The Art Editor needs to be competent when using the tools of his/her trade. These include InDesign, Photoshop, and any content management systems, such as Studio and Source.

6. Production

The Art Editor must oversee the creation of all editorial pages within budget and to deadline. Specific responsibilities include...

- Ordering, checking and approving PDFs.
- Ensuring that the correct IPR status has been assigned to all assets.
- Managing relationships with PreMedia and Production.

Manages: Freelancers.

Reports to: Total Film's Editor, SFX's Editor and Art Editors on both magazines.

Works with: The art team and all the content and marketing team.

Takes art direction from: Total Film and SFX's art editors.

Liaises with: Other departments as necessary.

Special Requirements for this role:

Out of hours/home working may be needed in order to hit all deadlines – teams are asked to go the extra mile to get projects completed on time and to high standard.

An ability to switch between two different brands throughout the month as required.

Essential skills and experience

- Proven experience of art editing content for publication with demonstrable experience on a magazine team
- Design and typography skills sufficient to create all aspects of the magazine
- A good understanding of InDesign and Photoshop
- A base knowledge of Illustrator
- Attention to detail
- Experience of picture research and/or commissioning photography and illustration
- Good communication skills
- Must understand the importance of deadlines, teamwork and an efficient workflow

Desirable skills and experience

- Experience of digital magazines (Future's Folio tool useful)
- An understanding of the needs of online publishing
- An interest in the subject area, films, TV, books, comics, sci-fi, games
- Good contacts with illustrators, freelance designers, picture agencies and photographers