



Job description: Managing Editor

Job Title: **Managing Editor**

Department: **Curatorial**

Reporting to: **Senior Curator**

Duration: **6 months contract**

Background

Zeitz Museum of Contemporary Art Africa (Zeitz MOCAA) is a not-for-profit institution that exhibits, collects, preserves and researches contemporary art from Africa and its diaspora; conceives and hosts international exhibitions; develops supporting educational, discursive and enriching programmes; encourages intercultural understanding; and strives for access for all.

The museum's galleries feature rotating, temporary exhibitions with a dedicated space for the permanent collection. The institution also includes the Centre for Art Education, the Centre for the Moving Image, and a Project Space for emerging artists. It opened to the public in September 2017.

Key responsibilities of this role

The Managing Editor reports to the Senior Curator. This role is responsible for the gathering, creation and editing of texts and copy for the museum including press releases, newsletters, crisis communications, annual report, exhibition key messaging, publications and website copy. The role manages and contributes to the creation and editing of written materials as well as publishing output generated by the museum's Curatorial Department.

Curatorial

- Plan and implement the curatorial editorial calendar in collaboration with the Senior Curator/Chief Curator
- Draft and copy edit various curatorial texts, including artist statements, biographies, curatorial statements, audio tours, essays (long and short), exhibition didactics and exhibition labels, public presentations, and lectures generated by the Curatorial Department, as well as by external partners
- Understand and have an ability to direct and adapt writing for diverse audiences
- Research and prepare remarks for museum leadership presentations
- Ability and experience in writing and copy editing academic/analytical texts and working knowledge of various writing format and citation styles (Oxford, Cambridge etc.)
- Collaborate with Communications and Curatorial Departments on establishing and updating ZM style guide
- Provide editorial feedback that is sensitive to the voice and style of the writer
- Coordinate with translators and writers for the translation of texts for publication, commission texts, and prepare author agreements

- Liaise and work with external publishers and distributors, and prepare agreements, and actively seek new partnerships to expand the publishing footprint of the museum
- Work closely with the curatorial department on editorial and production of publishing output, including exhibition booklets, postcards, books (small and large format), research texts etc., from inception through to final form and distribution
- Prepare texts and written material for design and layout purposes and liaise with graphic designers (internal and external)
- Responsible for final proof reading and editing of printed material, and getting material print-ready
- Diligently organise, archive and file the publishing output of the museum
- Research and remain up to date with international trends, developments and standards of contemporary art and museum publishing
- Contribute to the development of a strong voice to clearly communicating the curatorial and artistic vision of the institution, to complex and diverse, local and international audiences and stakeholders

Source Information and Content Creation

- Understand institutional challenges in order to develop a more effective editorial calendar
- Source content based on the briefs provided by the Senior Curator and Head of Marketing and Communications
- Conduct research to formulate ideas
- Learn about the target audience for copy
- Discuss the museum core message and target audience
- Brainstorm visual and copy ideas with team members
- Produce content that shows or reflects the museum brand or voice
- Propose concepts for copy
- Stay abreast of industry trends and changes

Writing and Editing

- Plan and implement editorial calendar
- Writing clear, compelling copy for various mediums (e.g. adverts, blog posts, newsletters, online)
- Interpret copywriting briefs to understand project requirements
- Create and edit copy that is accurate, well-researched, and meets the brief's requirements
- Generating words, slogans and audio scripts that accompany advertising visuals
- Writing and presenting a few options of written material to stakeholders
- Interpret creative direction, adapt the points from a creative brief into persuasive copy
- Modify copy until the stakeholder is satisfied
- Create page layouts that consist of the placement of articles, photographs and advertisements
- Edit and proof work to ensure high editorial standards are met across all content outputs

Stakeholder Relationships

- Speak with key internal and external stakeholders to gather required information
- Collaborate with designers, PR and other professionals and large- and small-scale marketing and communications projects (e.g. email campaigns and landing pages)
- Develop and share all written guidelines
- Create briefing documents for internal and external stakeholders
- Manage multiple projects, typically with tight timelines
- Work closely with the communications, marketing and curatorial team

What you'll need to be successful in the role:

- Bachelor's degree in Humanities, the Arts or other relevant discipline, communications, marketing or related field, PR/Journalism/Political Science/Media Studies
- Minimum of 3 years' copy writing and editing experience within a cultural, museum context would be to an advantage
- Maybe required to work some longer hours when projects require this
- Excellent verbal and written communication skills and ability to communicate effectively with internal and external stakeholders at all levels
- Excellent editing/ proofreading skills
- Good attention/ eye for detail
- Excellent research skills
- Ability to work independently and deliver work within the agreed timeframes
- Strong interpersonal skills
- Outstanding organisational and time management skills
- Ability to remain calm, collected and professional in a crisis
- Be highly creative and imaginative
- Good teamworking skills
- Commitment to career
- Good business awareness
- Critical thinker
- Results orientation with good time management skills
- Ability to work under pressure
- Willingness to Learn
- Good flexibility to changes
- Knowledge of online content strategy and creation

How to apply

As an equal opportunity institution, Zeitz MOCAA celebrates diversity in all its forms including gender, race, creed, and orientation. Zeitz MOCAA is committed to Employment Equity and particularly welcomes applications suitably qualified Historically Disadvantaged Individuals (HDIs) for this position.

To apply please send your CV together with 2 recent published writing samples and a covering letter to: careers@zeitzmocaa.museum

Email Subject Heading: Managing Editor

closing date, **29 January 2021**

Physical address:

Silo District, V&A Waterfront, Cape Town, South Africa, 8002

Contact details:

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Email: careers@zeitzmocaa.museum

Website: zeitzmocaa.museum

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