

Yale University Press London

Picture Researcher, Art & Architecture

£ Competitive London

Job Title: Picture Researcher

Department: Art & Architecture

Reporting to: Head of Production, Design and Editorial Management

Permanent Contract

Full Time – 35 hours per week

Job Profile:

This is a great opportunity to join the team working on the esteemed Pevsner Architectural Guides series and with the editorial and production team across the arts list.

This is a varied role requiring excellent organisational skills and the ability to juggle priorities. The main function of the role is to work closely with the Pevsner team, providing administrative support, commissioning new photography, coordinating permission and access arrangements to sites, managing the creation of maps, building plans and text figures, copyright clearance and compiling full captions.

The role will also have the opportunity to work alongside editorial/production colleagues on the art list to clear copyright and source imagery as required. The role holds responsibility for the production check of all images for reproduction quality and will liaise closely with authors, commissioning editors, editorial and production departments, and freelance staff, ensuring images are supplied on schedule, to the required quality and within budget.

This a fantastic opportunity to join a small but highly esteemed team working closely with a stable of renown authors to produce world-class books.

Candidate's Profile:

The role would suit a recent Arts/Humanities graduate who is keen to gain a foothold in illustrated publishing and have a real interest in architecture and art books.

The ideal candidate should have a keen visual sense, will be highly organised, proactive, efficient and enthusiastic. Meticulous attention to detail is a necessity, with excellent verbal and written communication skills, as well as the ability to use initiative, problem solve, work to deadlines and multi-task. They should be a good team player, willing to work flexibly and collaboratively across the department and the organisation. Strong IT skills, particularly using Word, Excel, Adobe

Bridge and Photoshop; experience of InDesign is desirable.

Please send your CV and supporting covering letter (including availability, notice period details and current salary) to:

Robert Owen (Head of People & Office Operations):

robert.owen@yaleup.co.uk

Closing date: Wednesday 6 June 2018

Please read the Candidate Privacy Notice [here](#).