

## Commissioning Editor

If you are a senior schools editor with a creative and adaptable mindset, and if you're a proactive and effective communicator, then Oriel Square will give you the opportunity to shine. Oriel Square is an equal opportunity employer. We want to contribute to a diverse and equal workforce in educational publishing and we encourage applications regardless of age, gender, race, sexuality or any other protected characteristic.

Please apply to [recruitment@orielsquare.co.uk](mailto:recruitment@orielsquare.co.uk) with a covering letter and CV by Monday 29th March. This job is usually office-based, in the centre of Oxford (under the current Covid-19 restrictions, most of our working days are at home).

### The role

The Commissioning Editor will draw on solid educational publishing experience to make a difference working on our large projects. They will be attentive to the quality of the process and each of its elements and be able to bring the best out of authors and editors. They will be able to get deep into a complex typescript, publishing proposal or brief, either to work on it themselves or to disaggregate a brief. The Commissioning Editor will work closely with the Editorial Manager, Project Leaders and other colleagues in and out of house to ensure excellence in content and presentation. They will contribute to our internal and external conversations on education, inclusivity and publishing.

### About you

A schools publishing specialist keeping projects to time and quality, and improving our process. Initiative and creative thinking are as important as a detailed and conscientious approach to schedules, scripts, briefs, proofs and content. We want someone who will flag potential problems early, and suggest solutions, as well as opportunities for innovation and improvement. You will relish involvement in building a relatively new company's ways of working, culture and team spirit.

### Role responsibilities

- Editorial and commissioning work across a range of content types and competencies
- Building and maintaining strong and insightful relationships with our own suppliers, and with our clients' contacts (in particular, authors)
- Contribute to strategy discussions and internal and external reports
- Build and maintain relevant internal processes

### Your skills

Your experience will demonstrate your skills in taking on a variety of publishing challenges. You know that quality in publishing comes from flexing not only your editorial and project

management skills, but also your creative attitude to problem-solving and your diplomacy when collaborating with others.

## Development

Oriel Square is active in many aspects of schools publishing, and in education more broadly. We are looking for perceptive and creative input into these activities, and all members of staff can expect involvement as we grow and explore.

We will invest in the right candidates to make sure that you and we remain properly informed, experienced and skilled to react to change in the market and growth in our business and scope.

## Conditions and pay

Oriel Square believes in productive hours, not long hours. This informs our 28-hour full-time policy.

- Full time (28 hours/four days)
- £33,000
- 20 days' holiday (equivalent to five weeks) + public holiday allowance
- Workplace pension

## Our full-time 28-hour/four-day working week

Our working week is shorter than that of many employers, but we get at least as much done without sacrificing quality. We believe there are huge benefits both at work and at home from keeping to regular, focused working hours. While there will always be occasions when private life can intrude, we believe that our week makes plenty of time for regular life admin to happen outside work time. Our 28-hour week doesn't mean less work – this is a full-time job.

## About Oriel Square

Oriel Square is a young and growing company delivering high-quality publishing services to UK and international schools and ELT publishing. From large prestigious courses to bespoke work for small institutions, we lend resource, skill and creativity wherever it's needed in educational content development. We're located in central Oxford, and have well-established links with the major global educational publishers, here in Oxford and elsewhere. You should expect this role to develop as we do.