

London, 23 February 2017,

Job Description and Person Specification

Publishing Editor - The Urban Transcripts Journal

Based in London UK

4 hours per week

Voluntary position

Deadline for the reception of applications

Tuesday 14 March 2017, 17:00 GMT

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1. Urban Transcripts

We work on city making by bringing together research, community participation and design.

Urban Transcripts was born of a desire to create a new tool through which to explore the city as a complex phenomenon in a participatory and cross-disciplinary way. It was initiated in 2010 as an annual programme of events such as exhibitions, conferences, and workshops, focused on, and hosted in, a different city every year. Our point of departure was to grasp and effectively communicate the complexity of the city through a three-fold "urban transcript" where arts, theory and research, architecture and urbanism, complement and confront one-another.

Currently our work focuses on Urban Laboratory projects for cities and urban areas: integrated research-participation-design projects that start with an urban problem and end with the generation of urban design and policy proposals. Focused on a specific urban agenda and sensitive to the particularities of place, the Urban Laboratory fosters collaboration across countries, disciplines, communities and institutions, generating multi-dimensional design- and policy-based solutions to urban challenges that are socially just and environmentally sustainable.

We respond to the urban challenges of the future through a holistic approach: through research we analyse the urban process and identify strengths and weaknesses; through community participation we engage citizens and stakeholders in the urban development process; through design and policy solutions we re-shape and re-programme the urban fabric creating sustainably successful places. Each of our projects starts as a unique urban problem to resolve. Fusing expert research and public participation into the design process we provide innovative solutions addressing the socio-economic and environmental challenges our cities are facing.

The Urban Transcripts Journal

Continuing our journey **The Urban Transcripts Journal** launching March 2017 aims to unravel the complexity of the City through a synergy of verbal and visual content. Our core mission is to advance a multitude of knowledges of the City, formulated through creative media, research inquiry, architecture, urban design and planning practice. We are particularly committed to promoting original work by young researchers, professionals, and creatives, including postgraduate and PhD students.

The Urban Transcripts Journal is open to submissions of original as well as previously published work which explores the multiple facets of our urban world. Beyond the traditional article format we aim to publish work in a variety of formats and media, bringing together analytical, creative, and theoretical investigations of the City: Urban Design projects and proposals; Drawing and Photography; Short Film; Mapping and urban visualisations; Short articles; Long Articles; Interviews; Book reviews.

The journal is online and published quarterly.

2. Job description

We are looking for a partner who shares our exhaustive curiosity about the urban world to join us as the Publishing Editor of The Urban Transcripts Journal. This is an excellent opportunity to join the editors' team of an innovative journal on the City and shape its success.

Overall objective

To co-direct the Journal's development focusing on growing its public outreach; in particular, to plan, direct, and implement the journal's audience development strategy while guaranteeing the highest technical quality of each issue's published content.

Duties and responsibilities

- 1. Co-direction of the Journal regarding thematic focus and content development
- 2. Planning, direction, and implementation of an audience development strategy, including communication design and content diffusion.
- 3. Final stage publishing and editing of each issue's content
- 4. Web and social media management as required per issue
- 5. Assist fundraising and sponsorships development
- 6. Other and further duties and responsibilities which may arise in order to achieve the overall objective

Key contacts

The Publishing Editor will be reporting to the Editor-in-Chief and will be working closely with the Managing Editor.

Workload

Workload is organised flexibly around the publishing cycle of the Journal, with issues published in March, June, September, December, and is estimated at an average of 16 hours per month.

Location

While the position is not office-bound the Publishing Editor would need to be in London for meetings.

Remuneration

This is a voluntary position.

3. Person specification

This post will suit a self-driven individual with an inquisitive mind, a visionary perspective, and a talent for visual and verbal communication.

Essential skills

- 1. Knowledge of, and a strong interest in urbanism and related fields.
- 2. Experience working in Wordpress and managing websites and/or blogs.
- 3. Excellent team collaboration and interpersonal skills.
- 4. Highly proactive attitude, willingness to take initiative.
- 5. Strong organisational and project-planning skills.
- 6. Excellent oral and written communication skills.
- 7. Strong design and visual communication skills.
- 8. Meticulous attention to detail.
- 9. Web and social media management skills
- 10. Fluent in a second language.

4. Notes on applying

Deadline for the reception of applications

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To apply for this post please send a cover letter accompanied by your CV to jobs@urbantranscripts.org. Interviews for shortlisted applicants will be held in London, 23-24 March 2017.

For any further enquiries please contact Yiorgos Papamanousakis at yiorgos@urbantranscripts.org.