



London, 8 August 2017,

## **Job Description and Person Specification**

### **Publishing Editor – The Urban Transcripts Journal**

Based in London, Berlin, or Athens.

4 hours per week

Voluntary position

#### **Deadline for the reception of applications**

Friday 29 September 2017 17:00 (London time)

#### **sections**

1. Urban Transcripts
2. Job description
3. Person Specification
4. Notes on applying

# 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** (<http://journal.urbantranscripts.org>) launched 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 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; Photography; Short Film; Mapping and Urban Visualisations; Urban Interventions, 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 with a focus on creating and implementing the policies and procedures required in order to guarantee the high-level editorial and technical quality of each issue.

### Duties and responsibilities

1. Co-direction of the Journal regarding thematic focus, content development and communication.
2. Create, maintain, and implement, a style guide for the journal.
3. Copyediting work accepted for publication.
4. Proofreading final work prior to publication.
5. Typesetting for web publishing (Wordpress-based).
6. Assist in promotion and communication as required per issue.
7. Assist fundraising and sponsorships development.
8. 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 of approximately 12 articles each, 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, being based in London, Berlin, or Athens, would facilitate team meetings and overall contact with the Urban Transcripts network.

### Remuneration

This is a voluntary position.

### 3. Person specification

This post will suit a self-driven individual with a talent for communicating concisely, accurately, and comprehensively, across diverse audiences.

#### **Essential skills**

1. A strong interest in cities and urban development.
2. Excellent written communication skills.
3. Excellent command of English.
4. Ability to identify and scrutinise false, incomplete, and unsubstantiated information.
5. Meticulous attention to detail.
6. Experience working in Wordpress and managing websites and/or blogs.
7. Excellent team collaboration and interpersonal skills.
8. Experience of working or studying in a language other than English.

#### **Desirable skills**

1. Social media management skills.
2. Graphic design and visual communication skills.

## 4. Notes on applying

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To apply for this post please send a cover letter accompanied by your CV to [jobs@urbantranscripts.org](mailto:jobs@urbantranscripts.org).

For any further enquiries please contact Yiorgos Papamanousakis at [yiorgos@urbantranscripts.org](mailto:yiorgos@urbantranscripts.org).