

International Contemporary Writing *Wasafiri*

Job title: Digital Editor

Part-time: 16 hours per week, six-month rolling contract

Payment: £12.50 per hour

Reports to: Editor and Publishing Director

Background

Co-published with Routledge and an Arts Council England National Portfolio organisation, *Wasafiri* is both a quarterly magazine and a leading arts charity in the field of Black British, British Asian, and international contemporary literature. Based at Queen Mary, University of London, in London's East End, *Wasafiri* is renowned worldwide for its ground-breaking work creating a forum for writers from all communities and all backgrounds. Our magazine publishes essays, interviews, fiction, reviews, poetry, and criticism, by established as well as up-and-coming writers from around the world, including Chinua Achebe, Jay Bernard, Hélène Cixous, Kiran Desai, Bernardine Evaristo, Han Kang, Meiko Kawakami, James Kelman, Sara Saab, and Salman Rushdie. *Wasafiri.org* builds upon the print magazine by featuring aligned content that extends the quarterly's reach and concerns.

Main duties and responsibilities

You will provide leadership and oversight of the organisation's full digital profile. This will involve:

- a) planning, commissioning, and editing new online content, including video, for all of *Wasafiri's* online platforms, including and especially *Wasafiri.org*
- b) leading, developing, and executing a social media strategy aimed, in the first instance, at Twitter, Instagram and Facebook, that ensures consistent growth of *Wasafiri's* online following across all audiences and age groups and engagement with our initiatives and events
- c) gathering, processing and assessing data on access to and engagement with *Wasafiri* online
- d) supporting the organisation, management, marketing and delivery of the annual Queen Mary *Wasafiri* New Writing Prize
- e) working with the wider editorial team to commission for and edit *Wasafiri* magazine
- f) building and developing lasting relationships with publishers, publicists and editors to assist with the delivery of the role
- g) writing and distributing our quarterly newsletter
- h) supporting the maintenance, development and awareness of our archive

Criteria	Essential	Desirable
Education	Undergraduate degree in relevant subject, or equivalent experience	Postgraduate degree in relevant subject
Skills	Skilled user of Twitter, Instagram, Facebook and other social media platforms.	Experience using online analytics and assessment tools to track user engagement
	Excellent writing skills	
	Copyediting and proofreading experience	
	Excellent planning and organisation skills	
	Basic IT skills including full MS Office suite	Skill in image-, audio-, and video-editing software (e.g. Final Cut Pro, Photoshop) and desktop publishing software including Adobe InDesign
	Experience with Wordpress and/or other web publishing platforms	
Knowledge & Experience	Knowledge of international contemporary writing and writers	
Personal Attributes	Strong interpersonal skills and the ability to work in a team	
	Flexible approach to work	
	Ability to work under own initiative to tight deadlines	
	Proven commitment to inclusivity	