

## **ARLIS/UK & Ireland News-Sheet Editor(s) – Role specification**

### **Purpose of the *ARLIS/UK & Ireland News-sheet***

The *ARLIS/UK & Ireland News-sheet* acts as the main forum of communication between ARLIS members. Its primary functions are to disseminate news, publicise ARLIS events and publications and provide information on areas of art librarianship not otherwise covered in standard art or librarianship publications e.g. current exhibitions, publications, information technology. The *News-sheet* also provides the facility for members to put their views on current issues, report on travel or study tours or publicise their own free events, publications or wants and offers.

The annual production cost of the *News-sheet* should be kept within limits set in consultation with the ARLIS/UK & Ireland Business Manager. The average size of issues is 12 pages.

### **Editor(s)'s role**

- To be a member of the Publications Committee.
- To compile and edit six issues of the *ARLIS/UK & Ireland News-sheet* per annum.
- To work with the Publications Committee to develop the editorial policy and design of the *News-sheet* and consult with ARLIS Officers over matters of cost.
- To work closely with the Business Manager concerning publication deadlines, content and advertising.
- To liaise with contributors and regular columnists.
- To liaise with the Web Editor regarding shared content.

### **Main responsibilities**

1. To collect, compile and edit copy for each issue of the *News-sheet*. Copy deadlines are agreed with the Business Manager and published on the back of each issue. Copy should be edited, following the house style described in the Editor's Procedure Manual, within a few days of the copy deadline.
2. To organise illustrations for each issue either by contacting Press Offices in museums or galleries or by collecting photographs of ARLIS members, visits or events.
3. To send the edited copy to the printers promptly explaining any complications and giving clear instructions for the illustrations or the inclusion of loose inserts such as booking forms for events; to liaise with the printers regarding printing of the *News-sheet*, including supplying and issuing instructions concerning design and layout, monitoring quality, and ensuring that schedules are adhered to.

4. To correct the proofs within a couple of days of receiving them from the printers and return them promptly. The printed *News-sheet* is usually dispatched two weeks after the proofs are returned to the printers.
5. To attend Council meetings (usually 6 a year) and act as an ex officio member of Council; to report news regularly from Council in the Council News column.
6. To liaise with contributors and prospective contributors.
7. To liaise with the seven regular *News-sheet* columnists and assist them by forwarding any relevant information for their columns.
8. To nominate replacement columnists when vacancies occur and make proposals to the Publications Committee.
9. To liaise with the Business Manager regarding the inclusion of advertisements in each issue.
10. To liaise with the Editor of the *Art Libraries Journal*, exchanging materials where appropriate.
11. To give advance publicity to all ARLIS events, paying special attention to the annual conference, in consultation with Council and the Chair of the Education and Professional Development Committee.
12. To liaise with the Education and Professional Development Committee over the provision of reports on ARLIS organised events such as visits, workshops and seminars and the annual conference.
13. To originate ideas for new columns or sections, design or lay-out etc. of the *News-sheet* in consultation with the Publications Committee; to compile material for these or find contributors as appropriate.
14. It is considered highly desirable that the Editor(s) attend the ARLIS/UK & Ireland conference to co-ordinate delegates to write reports on the papers and events; to ensure photographs are taken of some of the delegates and/or speakers and conference locations.
15. To send any relevant material such as correspondence and photographs to the ARLIS/UK & Ireland archive at the Archive of Art & Design.

### **Appointment of the Editor(s)**

ARLIS Council appoints the *News-sheet* Editor, who is then responsible to the Chair of the Publications Committee concerning operational issues and to Council in respect of issues of policy.

There may be two Editors appointed to share the workload or one Editor and an Editorial Assistant.

The term of office for the Editor(s) should be four years in order to allow for two years as a trainee/assistant editor followed by two years as principal editor with training responsibility for the incoming assistant.

***News-sheet Editor's Procedure Manual***

The Editor(s) holds a Procedure Manual giving detailed instructions on house style, editing procedure, contents etc. Descriptions of the responsibilities of the individual columnists are also provided. The Editor(s) should update the manual and job description as necessary, with the approval of Council.