



Recruitment pack

News Editor

Arts Professional's news coverage informs and influences the cultural sector in the UK

Arts Professional is the UK's leading independent arts publication for industry professionals. We write and commission articles to provide high quality news and information, enabling readers to keep up to date with what's happening in the sector and to get the most out of their professional practice.

We're looking for a News Editor to lead our small news team, sourcing, researching, writing/recording and publishing relevant high-quality news content for people who work in the arts and culture sector.

Our audience

Our audience work in a wide variety of organisations ranging from large national institutions to small community arts charities. They work across a variety of artforms including theatre, music, visual arts, dance, digital, heritage, literature and more. Others work in education, in local and national government, for funding and policymaking bodies, in sector support, in trade and membership organisations and for consultancies and service providers.

They fulfil a range of roles from trustees and senior managers to early career professionals, freelancers and creative practitioners, to academics and students. Many have more than one role in the sector.

Developments in journalism

Like many small news publishers, we're navigating the emergence of AI in journalism. We're open to thoughtful ways to harness these tools to enhance our reporting capabilities while maintaining the editorial integrity and human expertise that our readers value. The ideal candidate will bring curiosity and informed perspectives on how emerging technologies can complement quality journalism in the arts sector.

We're also keen to expand our content strategy to include short-form video and audio formats, recognising that future audiences are listeners and viewers, as much as readers. This role offers the opportunity to help shape our approach to new formats, finding innovative ways to bring news and insights to the sectors we serve.

Job Description: News Editor

Purpose To lead the sourcing, research, production and publication of relevant high-quality news content for people who work in the arts and culture sector.

Reports to Editor, and Chief Executive

Direct reports Journalist
Freelance journalists

Responsibilities include **Editorial decision-making**

- Lead the regular production of accurate, high-quality online news content

Producing news content

- Compile twice-weekly bulletins of news, features and opinion for subscribers
- Writing, commissioning and editing clear, compelling and accurate news content using a range of primary and secondary sources
- Writing and editing powerful headlines, standfirsts, captions, email previews and social media posts to maximise reach, impact and engagement
- Sourcing images, ensuring copyright clearance
- Liaising with press officers and other contacts to develop news stories, seek interviews and source comments
- Attending press conferences and events to build sector knowledge and contacts and to source new stories
- Using a wide range of primary and secondary sources to develop news stories

Developing and supporting editorial activity, including:

- Setting the news agenda in editorial meetings and planning advance news coverage
- Maintain awareness of features commissioning (managed by the Editor), identifying new ideas and ensuring mix of content in the newsletters

- Owning and ensuring adherence to Arts Professional house style
- Monitoring complaints and editorial compliance with Impress (AP's regulator)

Supporting the welfare, development and performance of our team, including:

- Overseeing the work and developing the skills and expertise of the Journalist
- Overseeing the work of freelance journalists, providing clear and timely briefs for their work
- Providing input to the Chief Executive on staff appraisals, development and performance management

Representing the organisation, including:

- Attending relevant press conferences / events
- Commenting on social media

Person specification

Knowledge / understanding

- A cross-artform understanding of the range of issues facing the cultural sector in the UK (essential)
- A network of connections in the UK arts & cultural sector (desirable)

Experience

- Online news journalism (essential)
- E-mail newsletter production (desirable)
- Data/investigative journalism (desirable)
- Online analytics (e.g. Matomo / Google Analytics) (desirable)
- A working knowledge of LLM / Generative AI (desirable)

Skills

- Microsoft Office (essential)
- CMS software experience, ideally WordPress (essential)
- Video or audio production (desirable)
- People management (desirable)

Attributes

- Keen eye for detail / accuracy (essential)
- Highly organised self-starter (essential)
- Confident communicator (essential)
- Collaborative working style (essential)
- Familiarity with media law (essential)
- Creative thinking, can generate new ideas (essential)

Qualifications

- NCTJ Diploma in Journalism (desirable)

Terms of employment

We envisage this as a full-time (40 hours per week) role. We are a home-working company, though occasional travel is an essential requirement of this role. This will include attending media briefings, conferences, and conducting interviews. Applicants must be resident in the UK.

In some cases, this may mean travelling in the early morning, evening or at the weekend and occasionally staying away from home. A location with access to good transport links is therefore preferable.

Remuneration and compensation

The starting salary for this role is £34,000 – £36,000, with bonuses paid to staff (from the second year of service) when the organisation exceeds its financial sustainability targets.

There is a six-month probationary period, with one month's notice of termination required from either party, rising to two months on conclusion of the probationary period.

Paid annual holiday entitlement is 25 days per year plus all statutory/public holidays (usually 8 days per year), plus an additional day at new year and any Christmas office closure. Holiday entitlement increases with length of service.

We encourage staff to engage with arts, culture and visitor attractions and provide financial support for ticket purchases.

Pension: A NEST auto-enrolment occupational pension scheme is provided, with the company contributing 3%.

Contract duration: Permanent

Start date: We would like the successful candidate to start as soon as possible.

Arts Professional is an editorially independent company in the Baker Richards Employee Ownership Trust group, and prides itself on being a flexible and compassionate employer. If you do not see information here which you would hope for when considering a role, please get in touch with our HR partner Natalia Coe at Baker Richards, careers@baker-richards.com, to let us know.