

Yale University Press London – Picture Researcher, Art & Architecture

This is a great opportunity to join the team working on the esteemed Pevsner Architectural Guides series and with the editorial and production team across the arts list.

This is a varied role requiring excellent organisational skills and the ability to juggle priorities. The main function of the role is to work closely with the Pevsner team, providing administrative support, commissioning new photography, maps and plans, coordinating permission and access arrangements to sites, organising copyright clearance and compiling captions.

The role will also offer the opportunity to work alongside editorial/production colleagues on the art list with responsibility for the production check of all images for reproduction quality and sourcing copyright clearance as required. The picture researcher will liaise closely with authors, editors, editorial/production departments, and freelance staff, to ensure images are supplied on schedule and within budget.

The role would suit a recent Arts/Humanities graduate who is keen to gain a foothold in illustrated publishing and who has a real interest in architecture and art books.

The ideal candidate should have a keen visual sense, and be highly organised, proactive and enthusiastic. Meticulous attention to detail is a necessity, with excellent verbal and written communication skills, as well as the ability to use initiative, work to deadlines and multi-task. They should be a good team player, willing to work flexibly and collaboratively across the department and the organisation. Good IT skills with a working knowledge of Word and Excel. Experience of Adobe Creative Suite is desirable.