

Job Title: Digital Theatre+ Editor

Who are we?

At Digital Theatre we believe the arts are for everyone, not just the few. Using the power of technology and the passion of like-minded people, we want to put live performance from the world's leading theatres into every classroom across the globe, accompanied by a range of invaluable educational resources for secondary schools and higher education.

Who are you?

This is an exciting opportunity for an enthusiastic Editor to join our Education Team and support the timely and efficient publication of all resources to the Digital Theatre+ platform. We're looking for a real team player who will be passionate about helping to deliver a whole host of materials to engage teachers and students from around the world, covering secondary and higher education levels. You will be committed to meeting the highest editorial standards, with a keen eye for detail and excellent time management skills to reach targets and deadlines. This is a role with great opportunity to develop and progress as the company continues to grow.

In the role, you will get to:

- Support the Publishing Manager to deliver content in line with the publishing schedule
- Copyedit, proofread and format educational materials for Drama/Theatre and English, and work with freelance editors to do the same
- Write engaging copy using in-house style
- Prepare content and metadata for publication using a content management system (CMS)
- Regularly review and update published content
- Ensure resources are consistent and are optimised for target audiences

You should apply if you have:

- Proven experience in copyediting and proofreading, preferably within educational publishing
- Experience working with freelance editors, and managing the editorial process from manuscript handover to publication
- A passion for the arts and/or education
- Strong written and verbal communication skills
- Excellent organisation and time management skills
- Knowledge or experience of the importance of using a content management system
- Experience of using Microsoft Office software, in particular Microsoft Word
- Knowledge or experience of using Adobe Acrobat to convert, edit and optimise PDFs
- A pro-active, can-do attitude, with the ability to work independently and as a part of a team

Not sure if you should apply?

We are building a balanced team in an inclusive environment and we welcome applications from all. We'd love to hear from you if you care about education and theatre, and have a passion for creating resources that support teachers to teach and students to learn. Our benefits include 25 days holiday (plus bank holidays and an additional day off on your birthday), a Wellness Wednesday morning off each month, enhanced maternity/paternity leave and a social committee that runs an end of year retrospective as well as organising a variety of culture-building events.

To apply, please send your CV to hire@digitaltheatre.com. We'd love to hear from you.

Digital Theatre.com Limited

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