**Proofreader**

£400 fee

Approximately 10 hours between August – December 2024

Deadline: 19th July 2024

*Poetry Wales* are looking for a Proofreader until December 2024.

*Poetry Wales* is a tri-annual journal publishing contemporary poetry by some of the most exciting names in poetry from around the world. In 2025 we will be celebrating sixty years of publication, and with the help of Books Council Wales’ New Audiences grant we are able to hire a number of fixed-term positions to help us to deliver us to deliver the first issues of Volume 60.

Job Description

Our ideal candidate will be someone who:

* Has an excellent eye for detail
* Has some experience in proofreading
* Is self-motivated and can work to a tight deadline
* Is a strong communicator
* Has lived experience of racism, ableism, transphobia, homophobia and/or poverty

Poetry Wales is always open to considering investing in someone who can show us development potential in this role, even though they may not be able to demonstrate all of the ideal criteria listed above

The successful applicant will receive training sessions on professional editorial, production and practical editing.

Terms & Conditions

Fee: £400

Term: July/August 2024 - December 2024

Hours: Approximately 10 hours over the 6 months

Working Hours: You can fit this work in around your life commitments. However, you will be required to join us for at least one production meeting before each issue, which will take place on a weekday afternoon and last approximately 1.5 hours

Location: Remote working, with the option of working from the Bridgend office

To Apply

We are asking all potential candidates to send us **EITHER** a short cover letter of no more than one to two pages **OR** a video of yourself lasting no more than five minutes. We have no preference, and will be happy to accept either format, so feel free to choose whichever suits you best

In your cover letter or video, tell us about you, your experiences, skills and attributes that are relevant to the job, and tell us a bit about what you would hope to achieve in the role of Proofreader, including what experience you would hope to gain

If you think you’d do your best by applying in a different format, please get in touch. Our recruitment processes are flexible so long as they remain fair to all, so let us know if there is another way we can mould your application or interview around your specific cognitive needs.

Candidates will be shortlisted and will attend a Zoom interview.

Send your application to [info@poetrywales.co.uk](mailto:info@poetrywales.co.uk) by **19th July 2024**.