**Reviews Editor**

£500 fee
Approximately 12 hours between August – December 2024

Deadline: 19th July 2024

*Poetry Wales* are looking for a Reviews Editor 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 a Books Council of Wales New Audiences Grant, we are delighted to announce a number of fixed-term opportunities to help us to deliver the first issues of Volume 60.

Our current Reviews Editor is leaving us in July 2024. This position is temporary while we reassess the role.

Job Description

We are looking for a Reviews Editor who can:

* Commission, proofread, and edit three to four 1500 word reviews to deadline for our November 2024 issue
* Give some assistance to the editor in commissioning reviews to deadline for our March 2025 60th Anniversary issue
* Write and/or commission some short reviews for the Poetry Wales website

Our ideal candidate will be someone who:

* Has experience with editing other people’s work
* Can work to deadline
* Is a good problem solver should any issues with commissions arise
* Is a strong communicator
* Has knowledge of the Welsh poetry community and connections to potential reviewers
* Does not have any connections to publishers which may make them biased - by this we do not mean publishing a book with a specific publisher, bur working for, being on a committee for or promoting a specific publisher
* Is committed to reviewing and spotlighting work from a range of writers and different voices
* 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: £500

Term: July/August 2024 - December 2024

No. Hours: Approximately 12 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 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 Reviews Editor

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 by **19th July 2024**.