

Mackintosh Journal Editor – Job Description

Freelance role. Honorarium.

A 32 page A4 magazine published annually in late April/early May before the June AGM

Sent to all Society members – c700 in UK, Europe, America, E Asia, Australasia

Individual copies available for sale in the CRM Shop at the Society HQ, Mackintosh Queen's Cross, 870 Garscube Road, Glasgow G20 7EL.

Digital or part digital publication under consideration but would not affect editorial role.

Do you seek a freelance art world editorial role? If so, this could be an opportunity for you.

The C R Mackintosh Society, a registered charity and a leading heritage organisation in Glasgow, celebrated its 50th anniversary in 2023.

You would be working with architecture and applied art in Glasgow and beyond, primarily around 1900, specifically in relation to C R Mackintosh and his circle. You need sensitivity to language and style, attention to detail to ensure consistency and accuracy and an ability to work to deadlines. Authors and content are identified, deadlines specified, house style guidance determined, and all contributors briefed during the autumn. The Editor's intensive work in the January to March period lies in the preparation of the content, edited with the support of the sub-committee members, for the designer. Keeping to this timetable is vital.

The Journal's readership is seriously interested but non-academic and all contributors are encouraged to write accessibly with a minimum of academic jargon and footnotes. Content includes short articles, reviews, interviews, reports on buildings, campaigns and Society activities. The Society has its own image bank, but contributors are responsible for sourcing other hi-res images and clearing copyright.

Software used: Microsoft Word, Adobe Acrobat, We Transfer/Dropbox for high-res image transfer. The Editor works with the support of the Society Council's Publications Sub-Committee [PubSub] (3 or 4 members of the Society's Council and staff with Editor if available) which meets about 3 times a year at the Mackintosh Church – September, February and April. They provide, invite and select content, supply author contact details and review and update house style guidance in conjunction with the Editor. They assist as readers and sub-editors.

The PubSub Chair reports to the Society's Council. A freelance designer working to the established design template prepares the final layout, texts and images collated by the Editor. The Journal final layout and content is given clearance to go to press in April, having satisfied the Editor, PubSub Chair, Society Chair and Director, and distributed to members and contributors in late April/early May.

A 2025 survey of members about the value attached to the Journal and the quality of its content was extremely positive.

The role of the Editor is to:

1. Work with the PubSub on the projected content and approaches to contributors to prepare an outline page plan and identify target length/ word limits and set deadlines.
2. Communicate to all contributors with style guide notes, target lengths and set deadlines for receipt of copy, illustrations and copyright. Remind and chase them up where required.
3. Edit contributions, using members of the PubSub to assist with quality control, preliminary reading and edits. Refine page plan for February PubSub and Council.
4. Liaise with sponsor or advertiser where appropriate for back cover artwork.
5. Check for late news e.g. obituaries, recent media coverage, etc with Chair and Director.
6. Undertake detailed edit to ensure consistency of spelling, grammar, punctuation, capitalisation, abbreviations, 'house styling', etc.
7. Forward edited and cleared material synthesised in a single pdf document to designer and send high-res images with clear marking as to captions, page, etc.
8. Review publication and response with PubSub.

Relevant skills and experience would include editorial experience, evidence of ability to work as part of a team and to deadlines, any journalism experience, excellent literacy in English including spelling and punctuation, familiarity with on-line as well as traditional publications, with editorial software, general knowledge of art and architecture.

Dr Evelyn Silber

Vice Chair, C R Mackintosh Society, Chair, Publications sub-committee

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Applications comprising a cv, including at least one referee and covering letter focussed on the requirements of the role to be emailed to ... evelyn.silber@glasgow.ac.uk and headed CRM EDITOR by 5pm on Thursday 31 July.

Interviews will take place in August date tbc. Please indicate dates in August when not available.

A pdf of the recent Journal can be viewed here:

https://www.crmsociety.com/wp-content/uploads/2025/05/Journal-2025_108-web-1.pdf

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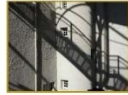
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MACKINTOSH 2018-2020: CELEBRATION AND TRAGEDY



MACKINTOSH SYMPOSIUM: HERITAGE UNDER THREAT 6 & 7 JUNE 2024

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opens for Willow
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