



Job Description

Title: Editor
Contract: Permanent, Full time (36 hours)
Salary: £36,005.00 per annum

About Us

We are a world-class visitor attraction and leading science research centre. We use the Museum's unique collections and our unrivalled expertise to tackle the biggest challenges facing the world today. We care for more than 80 million objects spanning billions of years and welcome more than five million visitors annually and 16 million visits to our website.

Today the Museum is more relevant and influential than ever. By attracting people from a range of backgrounds to work for us, we can continue to look at the world with fresh eyes and find new ways of doing things.

We employ 900 staff in a variety of roles, all united by our vision of a future where people and planet thrive. We need everyone to have the passion and drive to help us with our mission to create advocates for our planet and inspire millions to care about the natural world.

This is an exciting time to join the Museum as we have secured investment from the UK Government to build a new science and digitisation centre at Thames Valley Science Park, University of Reading. The purpose-built centre will house much of the Museum's collection and will include laboratories, digitisation suites, collaborative research spaces, conservation labs and workspaces.

Diversity and inclusion matter to us.

Our vision is of a future where both people and the planet thrive. Diversity is one of our core values and we strive to build a workplace where everyone feels a sense of belonging. All new staff who join us learn about the importance of diversity and inclusion to the Museum and how to contribute to creating an inclusive environment.

We know we have more to do, but we are committed to ensuring that everyone who works at the Museum feels they can thrive and feel valued and respected.



Job Summary

This role plays a critical role in key museum outputs such as Wildlife Photographer of the Year and other temporary exhibitions, permanent galleries, printed material and international programme.

Placed within the Exhibitions and Galleries team, you will be responsible for copy-editing most public-facing text to help ensure it is suitable for its intended audience and adheres to the style guidelines and tones set by relevant teams. Proof-reading will also be required for permanent gallery upgrades, exhibitions, exhibit updates, and marketing, and potentially other small pieces of public-facing text as and when required.

Working with the Exhibitions and Galleries team, you will help ensure that text is accurate, appropriate and conforms to our world-class standards and recognised guidelines. You will be responsible for maintaining the Museum's House Style Guide and other editorial guidelines. You will also oversee an editorial framework contract which facilitates external editorial support for the Exhibitions and Galleries team and several other Public Programmes teams.

Main tasks and responsibilities

- Proofread and maintain high standards of English in public-facing printed text for the Museum.
- Copy-edit to ensure appropriate clarity, tone and inclusivity of written content for the target audience, and to ensure editorial quality is maintained at a level expected of an international institution.
- Finalise layouts of gallery text, such as exhibition captions and panels, working closely with Design to ensure they adhere to set word counts and space limitations of the design.
- Be part of a team that guards the Museum's tone of voice across printed, public-facing material and the delivery of clear and consistent communication across the Museum. Provide expert advice on editorial guidelines.
- Develop the Museum's House Style Guide and other editorial guidelines, ensuring they are updated and effectively communicated across the Museum to those producing public-facing content.
- Manage and schedule editorial work in collaboration with public programmes teams to ensure editorial services are delivered in line with agreed priorities.
- Support the accessibility team by ensuring access in the Museum's print content, including exhibition layouts and large print guides, advocating for compliance with best practice.
- Develop and embed the Museum's Language Guide, including ongoing internal and external consultation and maintaining a revision schedule to ensure it remains a useful and relevant tool in protecting the Museum's brand.
- Maintain oversight of the editorial framework contract which facilitates external editorial support for the Exhibitions and Galleries team and several other Public Programmes teams. Co-ordinate and monitor editorial work commissioned under the framework to ensure quality, write briefing documents, and ensure work commissioned remains within the spending limit of the framework.
- Keep up to date with best editorial practice and help develop new approaches to editorial work at the NHM.

Key working relationships:

- Exhibitions and Galleries – this team writes and edits all exhibition text prior to it reaching the Editor
- Design – in order to ensure text layout
- Marketing
- International Touring
- Head of Exhibitions and Galleries
- Senior Exhibitions and Interpretation Manager
- Audience Diversity and Inclusion Lead
- Digital
- Learning

Person Specification

- Extensive experience in proofreading for accuracy.
- Experience in text editing for a given tone, style, comprehension and inclusivity for a variety of audiences, with an understanding of EDI considerations and how best to engage different audiences.
- Experience editing to communicate specialist topics to non-specialist audiences.
- Significant experience of editing text in an InDesign or similar layout.
- Highly skilled in the sensitive delivery of constructive editorial feedback
- Excellent organisational skills, demonstrating the ability to problem-solve, and to set and manage conflicting priorities.
- Flexible and adaptable working methods, including the ability to adopt new skills and processes.
- Excellent communication skills with demonstrable experience of managing expectations and influencing stakeholders, including subject specialists.
- Excellent verbal and written communication skills with the ability to influence and negotiate at all levels.
- Experience managing and developing style guidelines (or similar documents) for print content and effectively communicating them.
- Ability to work successfully both independently and as part of a team.
- Experience managing demanding workloads, with excellent planning skills and the ability to prioritise and manage multiple tasks.
- Experience of delivering tasks through to completion, with a strong attention to detail and ensuring deadlines are met.

Thriving at the Museum: the way we work

We are proud to work at the Museum and have identified the qualities we all need to embody to reach our shared ambition. This sits alongside the Museum's values and forms the framework for the way we work.



We are ambitious. To make a difference on a global scale we are big and bold in our thinking and set goals which may seem impossibly high. We act with integrity, but we are not rigid or



inflexible. We are excellent at what we do and look for opportunities to make a difference for the Museum wherever we can.

We are curious. We never stop learning. We look outwards beyond the Museum and ask questions to advance our understanding. We seek out and actively listen to different perspectives. We take time to reflect, are thoughtful and open to new ideas.

We share the wonder. We are captivated by the natural world, proud of our treasures and trusted guardians of our collections. We are passionate about the Museum, enjoy telling its stories and sharing our knowledge and expertise to inspire others. We don't take this for granted; we feel proud to work here.

We are pioneering. We are not afraid to try something new and use good judgment and evidence to take risks. We experiment, innovate, and embrace complex problems by adapting our approach. We do not dwell on setbacks or get preoccupied with problems. We find solutions.

We team up. We respect the expertise of others and recognise that we produce the strongest outcomes when we put the best ideas together. We trust each other, keep things simple and make it easy for others to do the right thing. We share information and skills so everyone is equipped and enabled to succeed. We never let bad moments grow into bad relationships. We inspire and empower each other to give our best.

We act with pace. We focus our efforts where we know we can make the biggest impact. We take tough decisions and once a plan is set, we all get behind it to make it happen. We take responsibility and don't wait to be told what to do. We are racing against time in this planetary emergency, so we work with a sense of urgency.

General Information

All positions at the Natural History Museum are conditional subject to receipt of:

- Proof that you are legally entitled to work in the UK
- A Basic Disclosure Check from the Disclosures and Barring Service (DBS)
- Satisfactory references covering the last 3 years of your employment or education
- Health clearance

The Museum supports flexible working.

To apply

If that sounds like you, please apply online on the Natural History Museum's careers portal.

Closing date: 23:59 on 5 March 2025

Interviews expected w/c 17 March 2025

