

Call for ICB Editing Manager

The International Federation for Choral Music (IFCM), the worldwide network in the field of choral music, announces a call for a freelance position of Editing Manager for the International Choral Bulletin (ICB).

Deadline for sending applications: **30 September 2020**

Introduction:

The International Choral Bulletin is published quarterly in the three official languages of IFCM: English, French and Spanish, with summaries translated in the further languages worldwide (Arabic, Russian, Chinese, Italian, Japanese...). It is distributed to all continents (more than 80 countries) and is the official voice of IFCM for choral music around the world. IFCM publishes and distributes the International Choral Bulletin to its members. Current and past issues can also be accessed on-line and downloaded for a small fee. http://icb.ifcm.net/en_US/

Originally a simple information sheet, this publication has become a multi-language journal of research and international information on choral music.

We are seeking a person with a passion for communication, an international network and experience in the field of choral music, and experience of editing a musical journal. They will have the opportunity to work with IFCM to help shape the future direction of ICB by identifying strategies to enhance its quality and reputation.

Accountability and Line Management.

The Editing Manager of ICB will have to collaborate with the Office Manager and is accountable to the Operations Manager. Briefing/feedback meetings (remote or on-premise) will be held on a regular basis and whenever needed. An annual appraisal will take place led by the Operations Manager with support from the Office Manager.

Main Areas of Responsibility

- Determining the contents, particularly for the dossier (subject, possible articles, and authors, guest editor, etc.)
- Collecting articles, pictures, biographies, etc.
- Editing original articles, if necessary
- Contacting authors directly or through guest editors for free contribution
- Writing some articles based on research or interviews fitting the topics of ICB

- Checking on copyright questions, photo credits, etc with the respective authors and documenting the process for possible later inquiries
- Proofreading all text, translations as far as possible, and spellings
- Reviewing and making corrections on the final proof copy prior to printing
- Promoting the ICB
- Undertaking any other reasonable duties that may be determined by the Operations Manager or the Board of IFCM
- Working at all times as a member of the staff, contributing and accepting ideas and information and ensuring the smooth flow of information between IFCM team members.

Profile/requirements

- Being a skilled and confident communicator (orally and in writing) and presenter.
- Strong writing, editing, proofreading skills are essential, including the ability to present concepts verbally.
- Excellent command of English. Spanish, French and other languages will be considered an asset.
- Good knowledge and understanding of current trends in the choral world
- Well-connected internationally.
- Experience and skills in the administration of projects and management of personnel.
- Willingness to work in a dynamic context and virtual office, through telework, and to travel.
- Willingness and ability to work in a team.

Conditions

The Editing Manager of the ICB will be a freelancer and contractor of IFCM, and normally will not be asked to work longer than 20 hours per week. Hours can be flexible to suit the freelancer, as long as the publication deadlines are respected. Normally weekend work is not required except during IFCM events, meetings/conferences.

Wage

The contract offered is a limited-term contract for one year, starting on 01/01/2021 until 31/12/2021, with an annual evaluation, and the possibility of prolonging the contract by another year. The wage is fixed at €3000 per issue of the ICB including taxes.

If you feel that you've got the right editorial background and profile to carry out the task described above, you enjoy thinking outside of the box, and have an excellent command of English, then we'd love to hear from you!

Please send your application by **30 SEPTEMBRE 2020** by email to: manager@ifcm.net, mentioning your name and "ICB Editing Manager" in the subject line.

The application must include:

- Motivation letter
- CV
- Any other documents relevant to previous editorial experience
- Comprehensive vision for the future of ICB (no more than 1 page of the written text in word, Docx or pdf file)

Job interviews:

- Online (October 2020)

For the online interview, pre-selected candidates should be prepared to present their vision and answer any other questions to IFCM interviewers.