Joint Editor, *Slipknot*

A   Overview

Slipknot is published four times a year at the beginning of March, June, September and December. Each issue is 40 pages in total (including front and back covers) and is printed in full colour. The magazine is A5. It has regular features but, as the content is member-led, each issue is a rich, eclectic mix covering hand knitting, machine knitting and crochet. Feedback from members confirms that the magazine is a much-valued benefit of Guild membership.

A team of volunteers work on an issue, but the Joint Editor has overall responsibility for co-ordinating the content, ensuring its consistency and liaising with the proofreaders, the printers, and the Guild's Membership Secretary and Board.

The Joint Editors work on alternate issues (March/September and June/December).

The overall *Slipknot* team comprises:

- five sub-editors who are responsible for co-ordinating crochet articles, machine knitting articles, book reviews, the Did you know? section and branch reports;

- two designers who, like the Joint Editors, work on alternate issues;

- a liaison person who links the team to the overall Board of the Guild and who comments on the text for an issue.

The Joint Editor is ultimately responsible for decisions about the content, but the sub-editors reduce his/her workload. Depending on how much material is submitted by Guild members unprompted, the Joint Editor often has a role in suggesting ideas for articles to members and encouraging/helping them to write pieces.

B   Production process

Slipknot is produced as a single Microsoft Word file containing the text of all the articles for each issue.

The articles are submitted by individual contributors (we ask for 360 or 720 words, plus images for a single- or double-page piece), usually as a Word document, but sometimes as an email or a PDF from which the text has to be extracted.

Once the single Microsoft Word file has been created and edited, it is sent out to a team of proofreaders to be checked for errors (especially typos). Image files are shared via a Dropbox folder. The text is shared with the Board liaison person at the same time.

The Editor consolidates the comments from the proofreaders and Board liaison, finalises the text, and sends it to the designer for the issue.

The designer returns the designed copy to the editor as a PDF for final checking. If the Joint Editor has InDesign skills, they might make any final proof corrections themselves. (Please note, however, that InDesign skills are not essential for the role).

The Designer prepares a print-ready proof (i.e., with crop marks added) and the Joint Editor sends the final PDF to the printers.

The Joint Editor liaises with the Guild Membership Secretary who sends the mailing lists to the printers. See the attached 2024 *Slipknot* schedule for further information.

C   Person specification

Technical skills

- Confidence in using Microsoft Word.
- Knowledge of Adobe InDesign and Photoshop is desirable (but not essential).
- A good eye for what works as a photograph and what doesn't.
- Reasonable general IT skills and access to the internet.

Editorial skills

- Good English language skills, including grammar and spelling.
- Confidence to query other people's texts, to clarify items, including deleting and/or suggesting rewording; confidence also to ask authors to clarify or expand their text when necessary.
- Ability to see the potential in an item and to work with the author to draw it out.
- Reasonable knowledge of hand knitting, machine knitting and crochet, sufficient to give the Editor confidence in querying the content of a contributor's article.
- Awareness of the 'political' aspects of being an Editor of *Slipknot*, e.g., working with the industry, ensuring the Guild appears neutral.
- Awareness of copyright issues – including ensuring permission is gained for use of photographs, including from those photographed.
- Good relationship with members of the Board with *Slipknot* responsibilities and confidence to discuss matters of concern with them.
- Familiarity with the Knitting & Crochet Guild brand guidelines.

Personal skills:

- Patience (a sense of humour helps, too!)
- Ability to work with others, including authors and the editorial team.
- Ability to work to deadlines – and have the spare time, sometimes at short notice.
- It is desirable – but not essential – to be able to produce items to fill in when content is short – or to know those who will do this.
- Ability to be proactive and seek out articles.
- Ability to be able to say 'No' to an article sometimes – and to explain why.

D   Time commitment

We estimate that the Editor will need 10–15 hours in the week after the copy deadline – and several additional hours around that time. Time is also required to revise the text after the proofreaders' comments, and again after designer has returned the issue. Otherwise, it is a case of responding 'as-and-when' to enquiries, comments, etc.

The Editor may find themselves working with an author to produce an article, which can sometimes take up a considerable amount of time, e.g., choosing illustrations, and gaining the relevant permissions. The whole process for each issue takes around two months.

E   How to apply

Please feel free to make informal enquiries via the *Slipknot* email (slipknot@kcguild.org.uk) if you would like to discuss the role before applying (this can be via a Zoom/Teams call, on the phone, or by email).

Complete the application form (available by request via the *Slipknot* email), answering the questions and providing a short statement about what you can bring to the role.

The deadline for applications is 12.00 noon on Friday 31 May.