

Brief:

Report editor

Summary

We are seeking a highly organised and fast-paced editor to manage the shaping, editing and design of the executive summary and final report from our Covid-19 research programme (approx 48pp).

You will have experience of shaping and editing engaging reports for publication, including:

- Briefing and working with multiple writers to produce a consistent style and tone
- Briefing and working with designers to create accessible and engaging reports, including visuals and simple infographics.
- Applying a house style and proofreading.
- Producing a high quality, accurate and engaging final report to publication standard.
- Manage production of any alternative formats.

The contract will run from late October. The majority of the work will need to be completed by the end of November.

Budget: £3,400

(This amount must include all fees and expenses and VAT if applicable)

Closing date: 4 October 2021, 9am

SECTION 1: Background and context

About the Centre for Cultural Value

The Centre for Cultural Value wants cultural policy and practice to be shaped by rigorous research and evaluation of what works and what needs to change. Over the next five years, we will work in collaboration to build a better understanding of the differences that arts, culture and heritage make to people's lives and to society. We will work with partners across the UK, to:

- Make existing research more relevant and accessible so its insights can be understood and applied more widely.
- Support the cultural sector and funders to be rigorous in their approaches to evaluation and to foster a culture of reflection and learning.
- Encourage new research partnerships between academics and the cultural sector through our Collaborate fund.

Based at the University of Leeds, the Centre's core partners are The Audience Agency, The University of Liverpool, The University of Sheffield and Queen Margaret University, Edinburgh.

The Centre is funded by the Arts and Humanities Research Council, Arts Council England and Paul Hamlyn Foundation over five years. The Centre started work in October 2019.

About the Covid-19 research project

Covid-19: the impacts on the cultural sector and implications for policy

We are leading a [national research programme](#) which is building a robust and in-depth picture of the impacts of Covid-19 on the UK's cultural sector. It is led by the Centre for Cultural Value in collaboration with the Creative Industries Policy and Evidence Centre and The Audience Agency.

This project is funded by the Arts and Humanities Research Council (AHRC) through UK Research and Innovation's Covid-19 rapid rolling call.

The project aims to deepen understanding of the impacts Covid-19 is having on cultural organisations, the cultural sector workforce, and audiences. It will also identify the implications for how and what policy decisions are made in response to the crisis.

About the Covid-19 research report

Following an online conference which will take place 17-18 November, the second of our major research outputs from the project is our report.

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The report will bring together 15 months of research findings and insights from across the three strands of our project, which include analysis into the impact on the cultural sector workforce, through quantitative data analysis and case study interviews, a longitudinal survey tracking the public's attitude to cultural participation, and an analysis of cultural policy responses through a case study of the cultural ecosystem of Greater Manchester. It will also respond to key questions raised at the conference.

It's key that the report is accessible, visual, and non-academic. We want the report to be concise, informative, and practical. We plan to illustrate findings visually using infographics.

The structure of the report will be broken up chronologically into three phases of the pandemic, with key themes mapped onto each phase. The final phase will very much look forward and examine the short- and long-term impacts on the sector and the actionable steps we can take now to ensure the health of the sector.

The audience for the report will be predominantly cultural sector workers, with a secondary audience of researchers and policymakers.

Covid-19 research project communications goals

- To translate and share emerging findings in a timely and coherent way with project stakeholders and audiences.
- To encourage policymakers to use the research findings to inform how and what cultural policy is made in response to Covid-19.
- To share findings with cultural sector practitioners and networks to inform their business planning and creative response to the pandemic.
- To share findings with other cultural industries researchers and researchers examining the impacts of Covid-19 so that we build a collective body of knowledge and evidence.

Our values

The online conference content and delivery will be informed by our values:

- Objective — Independent / Clear
- Collaborative — Listening / Connecting
- Confident — Engaging / Creative
- Robust— Rigorous/ Questioning
- Responsive - Flexible/Open to change

SECTION 2 – THE BRIEF

The successful editor will help us deliver a concise, engaging and accessible research report with engaging visuals, high-quality infographics and well edited text.

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In particular, the successful contractor will:

- Work closely with our Principal Investigator and Co-investigators on structure and to shape and plan content
- Provide briefs to the contributing researchers on word count, writing style and what to cover
- Work closely with our Principal Investigator and Co-investigators on collating and compiling written up research findings from the report authors
- Coordinate and liaise with report authors on queries, responses, amendments and insertions
- Input into brief for designer
- Proof-read final copy before it goes to designers
- Liaise with designer over layout and accuracy of text
- Manage text and layout amends with designers
- Source and credit images
- Plan and shape supporting infographics and visuals
- Final edit and proofread of designed report.
- Liaise with the Project Coordinator, Communications Manager and Principal Investigator on report progress

Budget

£3,400 is the maximum fee including VAT. We anticipate 15-17 days to deliver the contract. There is an additional budget for design and visuals.

Submitting a proposal

Please submit a proposal including:

1. Your CV - outlining your relevant experience and skills (if more than one person will be delivering the contract please give brief details of all those who would be involved).
2. A couple of brief examples of successful reports or similar that you've edited or produced.
3. A brief outline of your approach to delivering this contract together with outline timescales.
4. Your fee (including number of days allocated to delivery), plus details of any additional fees or expenses.
5. Details of two people we could approach for a reference.

Please email proposals to: ccv@leeds.ac.uk by 9am Monday 4 October

Further information:

- There may be a short online interview for shortlisted contractors.
- We reserve the right to undertake financial checks before awarding, or, during delivery of the contract.

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- The successful bidder will develop and agree a work schedule including key milestones, programme activity and number of days to be worked.
- The contract can be delivered from anywhere in the UK and arrangements will need to be put in place for regular communication with the Communications Manager and Principal Investigator

For further information about this brief please contact:

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