Vacancy

Senior copyeditor

Full-time role, Maternity leave cover, London

Make is a different kind of architecture practice. Founded by Ken Shuttleworth in 2004, we’re an employee-owned firm pursuing a design process that values everyone’s input. The Make studios are filled with incredibly talented people from around the world, from architects to IT professionals. Everyone who works here is great at what they do and does it with passion.

We’re an equal opportunities employer committed to creating an open working environment.

Role description

We’re looking for a self-motivated and enthusiastic copyeditor to help shape Make’s literature by creating and curating various editorial materials.

The role will involve working with our architects on their written project documents, and alongside Make’s graphics and communications teams on marketing and promotional collateral as well as thought leadership and brand copy. This includes research, writing and editing for blogs, brochures, research reports, design statements, interviews, press releases, event invitations, video subtitles, website copy and more. You’ll be working directly with our junior proofreader, overseeing their progress and acting as a second pair of eyes for all public-facing materials.

Make is celebrating its 20th birthday in 2024, and we have an exciting programme of activity planned that requires a dynamic, hands-on team player with a proven editorial track record, preferably within the built environment or design sector. You will be working within already established brand and stylistic guidelines that should be strictly implemented across all work.

Responsibilities

Your main responsibility will be to shape material for Make that is of a high standard, well written and consistent in style. This includes the following:

- Developmental editing – resolving big-picture issues related to structure, form, tone, aim and audience
- Line editing/copyediting – in-depth edits for word choice, punctuation, grammar and sentence structure
- Proofreading – last-stage checks for typos, formatting and layout, with consistent attention to detail
- Drafting fresh copy where needed
- Content planning and execution across both print and digital platforms
- Project management – guiding bigger pieces or series of editorial from conception to publication
- People management – overseeing junior proofreader’s workload and advising on queries
- Coordination and collaboration with the wider graphics and communications teams as well as architects and other team leads

The role requires working with digital and for-print copy in MS Word, InDesign and PowerPoint. A successful candidate needs to have basic knowledge of these packages. Experience with Sanity, Excel and Foleon is also useful.

If you’re interested in applying, please email your CV and salary expectations to CommsRecruitment@makearchitects.com, along with a short cover letter explaining why you’re the right person for the role. Please also include a recent example of your writing for print (min. 300 words, strictly professional rather than personal).

Due to the high volume of applications we receive, if you do not hear from us within two weeks please assume you have been unsuccessful at this time.