Job Title: Charting Editor

Salary: £26,500

Dept: Craft

Company description

Our Media is a leading special-interest content business, based in the buzzing, creative city of Bristol. We're home to market-leading brands in craft, science, nature, homes and music.

We help our audiences pursue their passions through highly trusted, original content – in print, video and online. Our much-loved brands include BBC Science Focus, BBC Wildlife Magazine, YourHome, Gathered, Gardens Illustrated and Homes & Antiques.

We also have teams working with major charities, brands and membership organisations to help them tell their stories and engage audiences better - in print, video, and online.

Position

The World of Cross Stitching is a long-standing magazine, dedicated to producing high-quality cross stitch charts and advice for stitchers worldwide. We have a thriving multi-generational audience across both print and digital channels. With 13 issues each year, there's a busy, team-led process from concept through to finished stitched piece and photography for the magazine page. This is a unique opportunity to join the small team as Charting Editor, supporting the Senior Technical Editor in ensuring the published charts are accurate and well presented.

Bring your passion for cross stitch, keen eye for detail and love of creating engaging craft content to the role of Charting Editor. You'll be responsible for creating accurate charts and keys from designer-submitted patterns, as well as preparing and checking pages for The World of Cross Stitching magazine, and assist with multiple special editions throughout the year. You'll assist with the making-up process for the magazine's projects, including cardmaking and basic sewing finishes to a high standard. As part of a busy and collaborative small team, there may also be opportunities to help with generating content for the website and social media, as well as supporting with ad-hoc duties including sending out competition prizes and managing post for the magazine.

This is a hands-on, hybrid and creative role for a focussed candidate with a love of cross stitching and high levels of accuracy with access to our collection of stitching, crafting and archive resources.

Responsibilities

- Responsible for charting external designer's work and converting into house styles using industry standard charting software – creating charts, keys and providing any necessary stitching information where required.
- Accurately put together packs of materials and threads for sending to external model stitchers and checking the completed stitched pieces upon return. A keen eye for detail will be necessary to check for mistakes, and hands-on stitching knowledge required for making amends and corrections where necessary.
- Proof reading pages and amending stitching related copy, charts and keys prior to print.
- Confidently answer queries from model stitchers, readers, as well as editorial colleagues and the wider team, on stitching and chart related issues.
- Attending and contributing to commissioning and photography meetings, putting forward style appropriate and innovative ideas for the title.
- Making-up smaller projects – to include card making and mounting into hoops and onto canvases etc.
- Archiving magazine issues and digital files, continuing with and setting up new databases as appropriate.
- Assisting with collating charts and project files from the digital archive for special editions and bookazines, changing house-styles and reformatting charts and keys where needed.
- Assisting line manager and colleagues, providing cover support and other ad-hoc office duties, as required.

A bit about you

Essential

- Demonstrable knowledge and experience of cross stitching.
- Highly organised and able to manage multiple workflows.
- Accurate proof-reading skills and a natural keen eye for detail.

- Proven experience of team working to tight deadlines and scheduling own workload.

Desirable:

- Experience using Adobe Creative Suite (in particular InDesign)
- Prior experience using cross stitch design software an advantage, though full training will be given in Cross Stitch Professional Platinum.
- An understanding of magazine publishing.
- Experience in wider crafting, machine and general hand sewing.
- Content creation experience, for personal or professional channels.
- Highly reliable and pro-active completer of tasks
- Great communication skills
- Passion for stitching and fabric crafts

Using AI in your application

At Our Media, we recognise that AI can be a useful tool when searching and applying for jobs, and we see the value it can bring in the workplace.

We want to get to know the real you throughout our recruitment process, including your skills, experience, ideas and potential. If you choose to use AI as part of your application, we encourage you to do so thoughtfully and ensure your application reflects your own experiences, achievements and voice.

Curiosity, creativity and originality are important to us, so we're keen to understand what makes you unique and how you could contribute to our team.

Need additional support?

Creating an inclusive and accessible recruitment experience is important to us. If you require any reasonable adjustments or additional support at any stage of the process, we're here to help.

Please email us at **recruitment@ourmedia.co.uk** and we'd be happy to discuss how we can support you.

Other information

We respect and value differences. We believe that when people from different backgrounds and with different perspectives work together, we can create the most value for our people, readers, customers, and society. If you are excited about this role but your experience doesn't align perfectly with everything listed

in the job description, we encourage you to apply anyway, as you may still be a good fit for this or other roles.

We're striving to create a more diverse and inclusive environment and to ensure our content is representative of all our audiences. We have established six internal D&I network groups to help our people feel supported and included, and to provide an open environment for people to network, mentor and exchange ideas, solutions, and experiences. If there is anything we can do to make our recruitment process more accessible for you, please do let us know at **recruitment@ourmedia.co.uk**.

Flexible and hybrid working

We know we create great things and have fun when we come together in person and collaborate. We also know that working from home brings great benefits in terms of being able to focus on our work, and manage our personal lives around our roles. With this in mind, we have established a hybrid working pattern, with 40% of the working week spent in the office.

Our people also benefit from a flexi time policy, and a flexi location policy which gives everyone the opportunity to work from another location for two weeks during the year.

We are open to discussion about flexible working requests for any flexibility needs not covered by these policies.

Company benefits include

- Pension contribution matched to 5%
- Season ticket loan
- Hybrid working pattern, flexi start/finish time
- 25 days annual leave plus bank holidays, plus Christmas closure, plus your birthday off
- Option to buy/sell up to 5 days holiday a year
- Enhanced parental leave policies
- Social committee, regular in-house learning events
- 4x life assurance

Our values

We strongly believe that work is not just about what we achieve, but how we achieve it. We want our people to thrive and develop, and we want to effect positive change in the world.

To put that spirit at the heart of our business, we created a set of values with input from everyone here. Our values are:

- **Be kind**
- **Always curious**
- **Be the best we can be**

We also have a sustainability strategy that is built on five key pillars: Research, Reduction, Recycling, Responsibility, and Reporting. We take pride in our strong partnerships across our complex supply chain to drive emission reductions. Additionally, our office building, Eagle House, is a zero-waste facility powered by solar and renewable energy.

Apply today to take the next step in your career with Our Media.