

Oxford Urbanists

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Managing Director

OXFORD
urbanists

Call for a Director of Publications at the Oxford Urbanists

Posted August 20th, 2021. Applications will be assessed immediately and on a rolling basis.

The Oxford Urbanists

The Oxford Urbanists (OU)¹ is a global ‘think and do’ tank and a registered social enterprise, founded by Oxford University graduate students and academics in 2016, providing urban knowledge that is local in place and time. Our mission is to advance innovative, productive urban outcomes through thought leadership and an extensive network of urban practitioners, innovators, policy makers and researchers. Led by specialists with a mixture of professional experience and graduate-level research expertise, OU aims to provide capacity and expertise for governments of all kinds, regional bodies, and community-based organizations.

Our experienced specialists possess wide-ranging skill sets and can provide tailored advisory based on client needs and specific regional contexts. OU has an interdisciplinary team of urban practitioners, graduate students, and activists around the world working in urban development, ready to leverage an extensive global network and scale up projects on demand.

OU staff have worked in all levels of government, as well as in NGOs, multilateral organizations, media outlets and the private sector. We’re a team of architects, designers, development practitioners, journalists, planners, policy researchers, and much more.

The OU team currently works fully remotely to organise and facilitate partnerships, advisory, and publications. We are headquartered in London.

We are regrettably unable to offer any remuneration to any of our team members at this stage; however, this role does provide the potential of project-based pay in the future. OU is committed to maximising public benefit through all our activities.

The Role

The Director of Publications ("The Director") will direct and lead the written publications division of OU. The Director will serve as the Editor-in-Chief of OU's flagship division, which has published 113 original articles since 2017 across the OU Magazine, Regional Focus publications, the Working Paper series and the New Urban Literacies lecture series. In addition

¹ Oxford Urbanists LTD is a private company limited by shares registered with The Registrar of Companies for England and Wales, headquartered at 86-90 Paul Street, London, EC2A 4NE.

to commissioning new publications and overseeing an editorial staff, The Director will be expected to lead a new chapter for OU Publications by going beyond the current publications strategy to produce periodical publication products and invite urban influencers as regular commentators and column writers. The Director will have significant liaising with other OU divisions in order to bolster partnerships and external outreach to source a greater volume of publications from a range of stakeholders. This position will require a high degree of problem solving, creative thinking, interpersonal engagement, and drive. The Director will solidify and expand a Publications team and serve as a member of OU's senior leadership team.

This position is expected to be fully remote in nature and will require roughly 5-10 hours per week, as well as any variable project-based work that may come up.

Tasks and Responsibilities

- Manage OU Magazine, including collaboration with other publishing platforms.
- Explore innovative publication activities such as curated quarterly e-prints and themed writing competitions.
- Lead quality control for OU publications, including management of OU editors and visiting writers.
- Collaborate on strategy development with other business units on demand.
- Manage a flexible, remote, international Publications team.
- Attend regular team calls or meetings (as appropriate).
- Communicate regularly with the rest of the senior management team, as well as other relevant members of the organisation, via Slack and email.

Desired Experience and Skills

As an organisation dedicated to skills-based hiring practices and encouraging a wide array of applications from a diverse talent pool, OU is committed to reviewing all applications on an individual basis and invites applications from any interested parties. Skills and experiences useful for this role likely include the following:

- Experience creating strategic planning, working with teams, and working against performance targets.
- Editorial, journalistic, and/or academic writing experience, including attention to detail.
- Relationship management and interpersonal communication.
- Creative thinking.
- Problem solving and resilience.

Application:

Please send us your **one-page CV** and a **brief cover letter** to Max Nathanson at oxfordurbanists@gmail.com. You may be asked for an interview.

Thank you for your interest in working with the Oxford Urbanists. We will reach back to qualified applicants on a rolling basis.