Volunteer Role Description

Copy Editor: Lace magazine

Role Title: Volunteer Copy Editor Location: Suitable for remote working

About The Lace Guild
The Lace Guild is a passionate community of lace makers, collectors, researchers and enthusiasts. It is an educational charity and museum, dedicated to preserving and promoting the art of lacemaking. We strive to engage individuals of all ages in the rich history and intricate techniques of all aspects of this inspiring and intricate heritage craft.

Role Overview
The Lace Guild's flagship membership publication, Lace, is published 4 times a year, in January, April, July and October. In 2026 The Lace Guild moved to a new, team-based model for publication of the magazine. Copy editors are key to tracking progress of submissions; helping with downloading and saving articles and images into working folders, sending copy to proof readers and subsequently updating the files ready for the Editor to set out the magazine. We have a strong team currently and are looking for one or two team players to join us.

Key Responsibilities

- As part of the Magazine Editorial Team, log and track articles received
- Save articles and images in folders on the shared drive, renaming images where appropriate.
- Allocate proof reading to the proof-readers based on preferences and availability in the proof-reading window
- Check comments from proof readers, chasing comments if necessary
- Update copy based on suggested changes using your judgement for any conflicting comments, passing up queries and questions to the editorial team as needed
- Reformat documents as necessary for spacing etc
- Confirm article ready to use to the Editor
- Actively participate in Editorial Team communications

Knowledge and skills

- Well organised, excellent admin skills, proficient in editing and formatting in Word.
- Good attention to detail; quick and accurate, as timescales can be tight.
- A good communicator who enjoys contributing to the work of the team. At the same time, you should be able to work independently and be prepared to manage your time effectively to meet our publication deadlines

Benefits

- You will gain valuable experience in a key editorial role
- Make a meaningful impact by supporting a membership organisation dedicated to supporting and promoting a heritage craft and its associated museum.
- Opportunity to work closely with a strong team of dedicated and knowledgeable volunteers.
- Professional development and networking opportunities.

October 2026