



SOCIETY OF ANTIQUARIES OF LONDON

Burlington House

Piccadilly

London W1J 0BE

Instructions to consultants tendering for the Society of Antiquaries of London Editor of SALON

The Society wishes to raise its profile, engage its Fellowship with the public through the Society and become more relevant to the heritage sector and the general public. The Society of Antiquaries of London Online Newsletter (SALON) is a key piece of the Communications Strategy that helps support the Society and the Fellowship, and enables the Society to communicate to the Fellows and to public audiences the ways in which the Society meets its principal objectives of Fellowship, Conservation, Research and Dissemination.

This tender invites independent contractors to bid to produce the fortnightly e-newsletter, SALON, in the capacity of editor and working directly with Society staff, Officers, Council members, Committee members, and Fellows.

We welcome tenders up to a maximum of £12,000 per annum.

Supporting Documents

The following documents accompany this tender in order to aid consultants in constructing their bids:

[01 Editor Brief SALON](#)

[02 SALON Editorial Policy](#)

Consultant Selection Criteria

Submissions will be evaluated on the following basis:

Price (30%), Relevant Experience (50%), Qualified references (20%)

Application Process

Applicants are encouraged to contact the Society to discuss the role in advance of submitting an application. Applicants are expected to provide a maximum of 4 sides of A4 to demonstrate how they would approach this project, with the number of days required and the total fixed fee including all associated costs. This information should be returned with a CV highlighting relevant experience and a minimum of 2 appropriate references to:

Email (preferred): dwilsonhiggins@sal.org.uk (please use 'SALON editor tender' in your subject line.)

Post:

Danielle Wilson Higgins, Communications Manager,
Society of Antiquaries of London
Burlington House, Piccadilly, London W1J 0BE

The closing date for applications is **12noon Wednesday October 21st**

Shortlisted candidates will be invited to attend an interview via Zoom the week following the application deadline.

It is anticipated that the project will be awarded to the successful consultant by **Friday October 30th**

For further information: contact the Communications Manager at: dwilsonhiggins@sal.org.uk