

**Amanda Kay**  
67 Harefield Road,  
Coventry CV2 4BT  
024 7626 4171  
amanda@copsewood.net  
www.editorial.copsewood.net

## Work experience

---

**Jan 2005  
to present**

**Freelance writer and editor**  
Copsewood Editorial Services Ltd

Established Copsewood Editorial Services Ltd, a writing and editing service.  
Clients include:

- **I.B. Tauris:** editing and proofreading *Stagecoach to Tombstone: the filmgoers' guide to the great westerns* (2007)
- **The Public Catalogue Foundation:** researching art collections information within Warwickshire.
- **Triangle performing arts company:** press and PR work for The Pollard Trail, an interactive history trail in the Hillfields area of Coventry.
- **Association of Inland Navigation Authorities (AINA)** Editor for:  
*Planning for growth* (2007)  
*Waterway corridor studies: a good practice guide* (2006)  
*Report on water-based transport initiative for Cardiff Harbour Authority* (2006)  
*Navigation signs and symbols* (2006)  
*Making more of our waterways* (2006)  
*New channels, new challenges: Action Plan 2005/6 to 2007/8* (2005)
- **Authatrails Ltd:** editing and proofing website: [www.authatrails.com](http://www.authatrails.com)
- **The Countryside Agency:** writing articles for *Heritage Matters* website.

**Dec 1998  
to Dec 2003**

**Publications Officer (part-time)**  
ContinYou (previously CEDC), Coventry

Member of publishing department at ContinYou, a national charity devoted to developing innovative, community-based approaches to learning.

**Duties:** Produced annual publications catalogue, *Network* magazine, *CEDC in action*, *Share* and *CEN Times* newsletters and one-off publications.

The work entailed:

- working with editorial boards to decide policy, content and forward features
- planning and managing the production schedule
- liaising with authors, in-house designer and publications administrator
- picture research, copywriting, copy editing, proofreading and proof checking
- preparing copy for desk-top publishing
- on-line editing of page layouts, using Pagemaker 7.0 dtp package.

Also responsible for editing and managing CEDC's websites and supervising the work of the web designer.

**Feb 1993  
to Dec 1998**

**Brochure Production Executive**  
Page & Moy Ltd, Tour Operators, Leicester

Part of a team producing brochures ranging from single-colour promotional leaflets to full-colour brochures promoting the company's highly respected tours to UK and worldwide destinations.

**Duties:**

- managing the production schedule and taking the publication from manuscript through to published brochure
- copywriting, editing, proofreading and picture research
- liaising with in-house tour planners, graphic designers and print staff and with external companies: IPC magazines, photo libraries and the National Trust
- 1994-1998: particular responsibility for editing and producing brochures for Page & Moy's Art, History and Architecture specialist tours.

**May 1992 to Aug 1992** **Oral History Researcher** (Museum Studies Diploma placement)  
Leicestershire Museums, Arts and Records Service, Leicester

**Duties:** Interviewed members of the local Muslim community about their faith; began the process of transcribing the interviews; extracted quotes for use in The Muslim World exhibition held at Leicester Museum in 1992.

**Oct 1992 to Jan 1993** **Documentation Officer**  
Cumbria Museums Service, Carlisle

**Duties:** Catalogued approximately 1,000 items from a range of disciplines in five museums, using MODES software, as part of a feasibility study to test the Cumbria Museums Documentation Standard.

**June 1990 to Sept 1991** **Photographic Collection Officer (part-time)**  
Manchester Jewish Museum, Manchester

**Duties:** Implemented the assimilation of photographs from separate collections and the integration of different cataloguing systems; catalogued the material; selected images for exhibitions; organised the duplication of original photographs.

**Feb 1988 to Aug 1988** **Resource Bank Assistant**  
Quarry Bank Mill Museum, Styal, Cheshire

**Duties:** Maintained and documented the museum's resource bank of material relating to Quarry Bank Mill, the textile industry and 19<sup>th</sup> century social history.

**Aug 1987 to Feb 1988** **Researcher/writer for historical interpretation project**  
Salford & Trafford Groundwork Trust, Salford

**Duties:** Researched the social history of Worsley Village, Salford, gathered illustrative material, and wrote copy for use in local town trails and outdoor interpretation panels.

## Education

---

<b>1991 to 1992</b>	<b>University of Leicester</b>	Diploma in Museum Studies	Commendation
<b>1982 to 1989</b>	<b>University of Salford</b>	MA Arts and Social Sciences	Pass
<b>1979 to 1982</b>	<b>University of Salford</b>	BA Joint Hons History with Politics/European Art & Artefacts	Class 2(i)
<b>1972 to 1979</b>	<b>Pensby High School</b>	9 GCE O Levels	1 AO Level 3 A Levels

## Interests, memberships and responsibilities

---

Visiting museums/art galleries | Craftwork | Painting (watercolour/silk) | Travel | Theatre/cinema  
Society for Editors and Proofreaders | Museums Association | National Trust | English Heritage  
Director and Company Secretary of Hope Centre, Coventry Ltd | Trustee of Hope Church