



Claire Kelly

Editorial and Production Coordinator

Claire is a professional editor with experience copyediting and proofreading complex technical documents and general non-fiction. She has an honours degree in history and anthropology and is accredited by the Institute of Professional Editors.

Claire is highly organised, with training in project management and experience managing complex editorial projects with multiple contributors. She has also worked as a research assistant and project officer, and brings research and communication skills to her editing work.

At Context, Claire combines her love of history with her wordsmithing skills to produce effective, high-quality documents. She has a special interest in plain English and inclusive language and she enjoys working closely with authors to help them communicate their ideas in the format and language most suited to their audience.

Prior to joining Context, Claire worked as a freelance editor for clients including commercial publishers, education providers and government. Her work has included complex technical reports; annual reports; marketing material; and commercial fiction, illustrated nonfiction and narrative nonfiction titles.

Claire regularly undertakes continuing professional development to ensure that her skills and knowledge are up to date.

Qualifications

Accredited Editor, Institute of Professional Editors Limited
Associate Degree in Professional Writing and Editing, RMIT University

Bachelor of Arts (History/Antropology), Honours (First Class; Anthropology), Monash University

Professional Affiliations

Professional Member, Chartered Institute of Editing and Proofreading
Professional Member, Institute of Professional Editors Limited
Individual Member, PLAIN (Plain Language Association International)
Committee Executive Officer, Editors Victoria, a branch of the Institute of Professional Editors

I help to tell important stories about heritage places—stories that will have a lasting impact.

Professional Background

Editorial and Production Coordinator, Context, 2021–present
Freelance Editor, 2018–2021

Assistant Editor, Analysis & Policy Observatory, 2018–2019

Book Editor/Editorial Assistant, Thames & Hudson, 2017–2018

Editorial Intern, Affirm Press, 2017

Editorial Intern, Eduworks Resources, 2017

Other relevant roles include academic support and editing for the Centre for Forensic Behavioural Science, Swinburne University of Technology (2016–2017); senior administration for the University of York (2011–2015); policy advice for the Higher Education Academy (UK; 2009–2011); and research assistance for Monash University Department of Sociology (2004) and the Australian Centre for Posttraumatic Mental Health (2002–2003).

Awards

Vice-Chancellor's List for Academic Excellence, 2018, RMIT University

Dean's Scholar, Faculty of Arts, 2003, Monash University

Professional Development

Editing for Plain English, Editors Victoria, 2021

Microsoft Word for Editors: Advanced, Editors Victoria, 2021

Chartered Institute of Editing and Proofreading Conference, 2020

Advanced PerfectIt 4, Cadman Training Services, 2020

Working Grammar, Editors Victoria, 2019

Publishability: Disability Awareness and Equality Training, Writers Victoria, 2019

Editing Diverse Voices, Editors Victoria, 2019

Editing Narrative Non-fiction, Editors Victoria, 2019

Institute of Professional Editors Accreditation Exam, 2018

Introduction to Copyright, Australian Copyright Council, 2018

Academic Editing, Editors Victoria, 2018

Indexing: Adding to the Editor's Skillset, Editors Victoria, 2018

Editing References and Bibliographies, Editors Victoria, 2017

Memberships

Bicycle Network

BirdLife Australia