Proposal for Editorial Services

Editorial Essentials

Project: Ongoing Exhibition and Communications Editing
Prepared for: Cedar Vale Museum of Art
Prepared by: Flatpage, Inc.

Project Overview

Flatpage is pleased to submit this proposal for on-call line editing and copyediting in support of the Cedar Vale Museum of Art's exhibitions, public programs, and communications.

Cedar Vale is a small regional art museum with a lean curatorial and communications staff. Its team prepares exhibition wall labels, introductory panels, online exhibition descriptions, event listings, gallery handouts, and occasional press materials. Publication volumes vary around exhibition openings and seasonal programming; the museum needs a reliable editorial partner without adding a permanent employee.

Our goal is to provide responsive, experienced editorial support that improves clarity, tone, consistency, and public accessibility while integrating smoothly with the museum's existing curatorial and communications workflows.

Scope of Work

Assignment intake: Museum staff submit documents as needed through a shared project board or email, specifying the department, word count, source file, publication deadline, requested editing level, and whether translation or layout is involved. Flatpage confirms scope and timing before work begins.

Combined line and copyediting: Flatpage will edit exhibition and visitor-facing materials for flow, clarity, audience accessibility, grammar, punctuation, spelling, consistency, and adherence to the museum's house style. The level of intervention may vary with each assignment.

The proposed monthly allowance is up to 15 hours of combined line and copyediting.

Final proofreading, translation, substantive research, and typesetting are not included unless separately scoped.

Editorial Approach

Assignments may arrive in variable, often small batches. Event listings may require only a light edit, while curatorial texts may benefit from a more substantive first pass and client review.

Flatpage will work in Microsoft Word using tracked changes and editorial queries, returning edited texts to the designated museum contact. Additional editorial passes will be scheduled when requested and approved.

Project management will be handled on Flatpage's platform, Basecamp, where our project manager will assign editors and respond to questions from the Cedar Vale point of contact.

Translation may occasionally be required, particularly for exhibition materials and visitor-facing content. Flatpage can coordinate translation and bilingual editorial review through its network of specialists. Translation requirements, language pairs, turnaround, and fees will be scoped and quoted separately.

Project Team

Flatpage will assign an experienced editor with a background in museum and cultural content. Whenever possible, the same lead editor will work across assignments to maintain consistency and familiarity with the museum's editorial conventions.

Specialist editors may be assigned when particular texts require additional expertise.

The project will be coordinated by Flatpage's editorial manager, who will oversee scheduling, communication, quality control, and delivery.

AI and Editorial Tools

All editorial work will be performed by human editors. Flatpage does not use generative AI or large language models within its editorial workflows. For manuscript editing, editors may

employ established editorial software such as spell-checking tools, Editor's Toolkit, or PerfectIt where appropriate and consistent with project requirements.

Schedule

Editorial support will be provided on an as-needed basis, with assignments scheduled according to the museum's production calendar.

For shorter, ready-to-edit texts, Flatpage anticipates a typical turnaround of two to four business days, subject to editor availability and confirmation of the assignment's requirements. Rush turnaround is available upon request.

Larger batches of exhibition materials will be scheduled individually to accommodate curatorial review, translation where applicable, design, and production deadlines.

Estimated Capacity and Engagement Structure

Indicative monthly expenditure is $750–$1,500, depending on assignment volume. The figures below illustrate a typical level of support; the museum will be billed only for approved work performed.

Task	Illustrative Hours	Billing Basis	Terms
Combined line and copyediting	15	As used	Billed as worked
Project management and quality control	3	As used	Billed as worked
Contingency, subject to approval	2	As used	Only if approved
Illustrative monthly capacity	**20**		**$750–$1,500**
Rush scheduling, if requested	As needed		Quoted per assignment

Indicative Monthly Budget: $750–$1,500.

Flatpage will invoice only for approved hours actually worked. There is no minimum monthly commitment; work exceeding the agreed budget requires prior written approval.

Contingency hours require approval. Translation and bilingual editorial review are quoted separately.

Schedule

Based on the anticipated scope, Flatpage will provide editorial support on a rolling monthly basis, with deadlines confirmed for each assignment.

Shorter assignments will typically be completed within two to four business days after receipt of finalized drafts and relevant instructions. Larger exhibition packages will be scheduled according to the museum's publication and installation calendar.

Rush turnaround may be arranged subject to editor availability and a separately approved quote.

Scheduling Assumptions

- Museum staff will provide approved English-language drafts, relevant supporting information, and any existing house style guidelines.
- One designated museum contact will coordinate submissions, consolidate editorial queries, and communicate approvals.
- Each submission will identify the content type, department, approximate word count, requested deadline, and any translation or layout requirements.
- Client review periods and additional editorial passes will be incorporated into the schedule as needed.
- Larger exhibition packages requiring substantial editorial work will be estimated separately.
- Translation and bilingual editorial review will be scoped and quoted separately.
- Flatpage will monitor editorial and project-management hours to ensure work remains within the agreed budget.

Relevant Experience

Flatpage provides fractional editorial support to the Modern Art Museum of Fort Worth, working with curatorial and communications teams on exhibition materials, event listings, and other museum publications.

This engagement involves coordinating multiple assignments with varying word counts, editorial requirements, and production schedules, while maintaining consistency across departments and adhering to the museum's editorial standards.

Our experience with the Modern demonstrates our ability to integrate into an institution's existing workflows and provide flexible editorial capacity without requiring additional in-house staff.

Next Steps

To establish the engagement, we recommend the following:

1. Cedar Vale provides two or three representative texts, an approximate three-month production calendar, and any existing editorial style guidance.
2. Flatpage confirms the designated editor, project-management workflow, and anticipated turnaround times.
3. Both parties agree on billing rates, a monthly budget, and approval procedures.
4. Flatpage establishes a shared process for submitting, tracking, and returning editorial assignments.
5. Editorial work begins following written approval of the scope and commercial terms.

The proposed arrangement does not require a minimum monthly volume commitment. Final billing terms, availability, and cancellation provisions will be established in the services agreement.