PUBLICATIONS ASSISTANT
JOB DESCRIPTION

Title: Publications Assistant (6 months)
Reports to: Managing Editor

About the role
The Publications Assistant plays a key role in support of the Managing Editor. The job involves a wide range of editorial and administrative responsibilities: assisting with the timely production and delivery of 2 journals (the *Proceedings of the Society of Antiquaries of Scotland* and *Scottish Archaeological Internet Reports* (SAIR)) and 5-6 book titles a year through efficient liaison with authors, peer reviewers and freelance production staff.

MAIN RESPONSIBILITIES

Under the direction of the Managing Editor, duties will include:
Submissions (journals)
- Acknowledge new submissions for *Proceedings* and SAIR
- Process and check new submissions, contact authors to supply any missing information or content
- Create and maintain project records throughout the publication lifecycle
- Notify Editorial Advisory Board of new submissions once a week on Wednesdays
- Liaise with reviewers and ensure reviews are returned on time
- Provide support to authors and reviewers in using Scholastica where necessary
- Notify the Managing Editor when reviews are completed
- Check authors' revised or re-submitted papers to ensure they adhere to our Guidelines for Authors and peer reviewers' comments

Submissions (books)
- Acknowledge new book proposals
- Process and check new book proposals, contact authors to supply missing information or content
- Liaise with Managing Editor to assign two reviewers for the proposals and liaise with reviewers to ensure their reports are returned on time
- Once proposals are accepted and manuscripts submitted, contact the Editorial Advisory Board to find a reviewer for the complete work
- Create and maintain project records throughout the publication lifecycle
- Complete grant applications and arrange for stage payments
- Maintain record of copyright permissions for all books

Upon publication (journals)
- Create metadata and liaise with Archaeology Data Service to upload files for archiving
- Contact authors to provide them with publication information and final PDF files
- Update social media and other outlets to promote awareness of new volumes/papers

Upon publication (books)
- Create AI sheet for each title and distribute 6 weeks before publication to appropriate outlets and distributors
- Update our website and other industry websites (Nielsen, BDS, etc) with new book information
- Provide gratis copies of new books to copyright libraries, authors and review outlets
- Arrange authors' and contributors' discounts and promotional offers through our website
- Provide contributors with PDFs of their contributions where appropriate

Digital content
- Create web page and assign DOI to each new publication as it is published
- Migrate content from journals and books from publication PDFs to the Society's website
- Create enhanced metadata for each page to improve searchability and discoverability

Administration
- Keep accurate records of publications content and archive materials relating to completed publications
- Record and administer invoicing in relation to publications content as directed
- Assist with book sales at Society events where required

Context

The post-holder will be a member of a small professional team working for a Society that has been around for over 230 years, actively supporting the study and enjoyment of Scotland's past. Founded in 1780 and incorporated by Royal Charter in 1783, the Society's purpose is "to investigate both antiquities and natural and civil history in general, with the intention that the talents of mankind should be cultivated and that the study of natural and useful sciences should be promoted". As a charity, the Society of Antiquaries of Scotland relies mainly on members (called Fellows) for its independence and the majority of its income, and is looking to improve its sustainability and increase its support for research into Scotland's past. There are currently just under 3,000 Fellows across the globe with the majority residing in the UK. The Society leads ScARF, the pioneering Scottish Archaeological Research Framework, and works with Archaeology Scotland to deliver Dig It!, a national project celebrating the archaeology of Scotland.

The Society is a charitable organisation registered in Scotland (SC010440) and governed by a voluntary elected Council of TRustees. The post-holder will report to and be line-managed by the Managing Editor, and will work with other staff members and Trustees as required. The post is currently short-term cover and will be part of a small staff team, with input from Trustees and other volunteers as necessary.

Salary

The salary range is between £17,229 and £19,921 per annum and placement within that scale will be dependent upon qualifications and experience. The salary is based on an annual incremental system, subject to satisfactory performance, with an additional award considered each year to reflect cost of living increases. Any incremental increase and/or cost of living increase is determined by the Trustees.

Hours

Full time, normally working a 37-hour work week Monday through Friday for 6 months. Hours are flexible, with core hours being 10am-4pm and some home working may be considered. Part-time working may be considered by the Society as would a secondment or job share if appropriate.

Annual Leave

There is an Annual Leave allowance of 38 days (pro rata) which includes the statutory 28 days as well as public and privilege holidays.

Probation

There will be a probationary period of one month after which either side may terminate the appointment with two weeks' notice.

Location

The Society staff accommodation is located in the National Museum of Scotland building in Chambers Street, Edinburgh. Society staff must comply with National Museums Scotland policies regarding security, access, health and safety, smoking, etc.