

MANAGING EDITOR

POSITION DESCRIPTION

Position Title: Managing Editor

Reporting to: Director (Dr Simon Gilmour)

Starting salary: £25,014 to £32,627 per annum depending on experience, plus a 10% pension contribution, flexible working, childcare voucher scheme available.

Hours: Full time, 37 hours per week. This is a permanent contract subject to a probation period.

Holidays: 38 days per year

# ROLE

* To develop and deliver the Society’s publication strategy as part of the Society Strategic Plan in conjunction with Council, Editorial Advisory Board, and Director.
* To ensure timely publication of high-quality content within the Society’s two journals (*Proceedings of the Society of Antiquaries of Scotland* and *Scottish Archaeological Internet Reports*) and our books.

# MAIN RESPONSIBILITIES

Manage every aspect of Society publications, from pre-submission to final publication and marketing, ensuring consistency and high academic standards, including:

* Commissioning and managing submissions to both journals and books
* Managing editing and production of journals and books, in conjunction with external copyeditors, proof-readers and typesetters
* Managing the publication of journals and books
* Management of publications staff, finance and the development and implementation of strategy

# 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! 2017, a national project celebrating the archaeology of Scotland.

The Society is embarking on a new Strategic Plan 2016-2021 which includes an emphasis on the development and delivery of Open Access digital publication within the Society’s publication streams.

The Society is a charitable organisation registered in Scotland (SC010440) and governed by a voluntary elected Council of Trustees. It is a member of Publishing Scotland. The post-holder will report to and be line-managed by the Director, and will work with other staff members and Trustees as required. This post is permanent following a probationary period.

# CURRENT PROCESSES

### The following are aspects of the role as it is currently performed. The successful applicant will of course be empowered to suggest and implement agreed sustainable changes as required; the introduction of a possible Academic Editor is suggested here as an example.

### Commissioning & Submissions (journals)

* Respond to pre-submission author queries and provide guidance where necessary
* Manage one Publications Assistant in checking new submissions and administration of peer review
* Make publication decisions on peer reviewed submissions and communicate these decisions to authors
* Discuss revisions with authors where necessary

### Commissioning & Submissions (books)

* Discuss potential projects with authors, usually at a very early stage in the process (before proposals are submitted)
* Provide guidance on the structure and content of the book
* Once proposals are submitted, send sample chapters to two readers for comment
* Send proposals, readers’ comments and sample chapters to Editorial Advisory Board for their comments and advice
* Make final publication decisions with the Director and communicate these decisions to authors

### Editing & Production (journals)

* Facilitate the passing of files and proofs between authors, external copy-editors and external typesetters
* (PSAS only) Liaise with Editorial Advisory Board to determine the contents of the annual Proceedings volume (one suggested change here is the introduction of an Academic Editor as required to advise on specialist content)
* (PSAS only) Instruct external indexer and provide full proofs
* (PSAS only) Commission tenders for printing and choose printer

### Editing & Production (books)

* Answer queries from authors, copy-editors and production staff on content and style of books as they develop (see above with regards potential use of an Academic Editor to facilitate this as required)
* Manage schedule of books to ensure publication deadlines are met
* Commission tenders for printing and choose printer
* Determine print run

### Publication (journals)

* Create article level 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

### Publication (books)

* Create AI sheet for each title and distribute 6 weeks before publication to appropriate outlets and distributors
* Manage the Publications Assistant in updating websites, organising gratis and review copies, generating social media content, etc.

### Management, Finance & Strategy

* Line manage one Publications Assistant
* Liaise with and manage freelancers, including recruiting new copy-editors, proof-readers and typesetters as required
* Produce reports to Council five times per year to update Trustees on progress of all publications
* Facilitate Editorial Advisory Board communications and report to Council
* Work with Director and Council to achieve aims stated in current Society Strategic Plan and update strategy as needed
* Attend meetings of ADS Management Group, FISH/HEIRNET and other organisations as needed to ensure that the Society is at the forefront of archaeological and scholarly publishing
* Manage publications budget set by Council and Director (including applying for grant funding and/or liaising with Development Officer where appropriate)
* Prepare financial projections for the publications, including the setting of cover prices etc.
* Maintain current and develop new citation indexes and bibliographic databases as required
* Create publication contracts for authors (based on our standard contract) and keep track of signed contracts
* Request and track copies of authors’ permissions for reuse of images in their projects
* Update and maintain online publications; improve digital publishing provision and functionality