Managing Editor – Job Description

Title: Managing Editor   
Line Manager: Director   
Direct Reports: Publications Officer

# About the role:

The Managing Editor is responsible for the publications programme at the Society of Antiquaries of Scotland. The post-holder will be responsible for managing every aspect of Society publications, from pre-submission to final publication and marketing, ensuring consistency and high academic standards.

Deadline for applications: 11pm on Sunday 9th June with interviews expected to take place on Monday 17th June.

Starting salary: £29,443 to £32,568 depending on experience, with a 10% pension contribution, flexible working, childcare voucher scheme available.

Hours: 5 days a week/37 hours a week. This is a permanent post with a probation period of 6 months.

Annual leave: There is an Annual Leave allowance of 38 days, which includes the statutory 28 days as well as public and privilege holidays.

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. Some home working may be considered.

# Main responsibilities:

1. Help the Society to plan and implement as required the move towards greater digital publication, supporting Trustees to deliver on the aspirations in the Society Strategic Plan 2016-2021, and developing the Society Strategic Plan 2021-2026, with a strong emphasis on the development and delivery of Open Access digital publication for the Society’s books and journals.
2. Manage one Publications Officer including Mid- and End of Year reviews, as well as managing freelance staff.
3. Ensure high-quality communications across all areas of publication, including among staff, with Trustees, Fellows, authors and potential authors, as well as the Editorial Advisory Board.
4. Manage online Guidance for Authors and Scholastica submission system, and ensure Society publications’ policies are fit for purpose and up to date following best practice in the publishing industry. This will include considering the publications processes in line with the Society’s aims to reduce its carbon footprint and operate in an environmentally sustainable way.
5. Support publications’ aspects of Scotland’s Archaeology Strategy, particularly with regard to Open Access.
6. Liaise with other organisations with regard to projects involving the Society’s publications, including initiating new relationships and partnerships if necessary.
7. Manage publications finances with Director and Finance Manager
8. Produce the annual *Proceedings of the Society of Antiquaries of Scotland* on time and on budget.
9. Project manage Society book publications to ensure that books publish in a timely manner and within budget.
10. Continue a rolling programme of *SAIR* publication ensuring an efficient publication process, within budget.

# About the Society of Antiquaries of Scotland:

The post-holder will be a member of a small professional team working for the Society of Antiquaries of Scotland. The Society was founded in 1780 and incorporated by Royal Charter in 1783. Its purpose as defined in the charter 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 relies mainly on members (known as Fellows) for its independence and the majority of its income. There are currently just under 3,000 Fellows around the world, with the majority residing in the UK. The Society promotes the understanding and conservation of Scotland’s historical and archaeological environment for the benefit of all. It publishes high-quality books and peer-reviewed papers, runs an annual programme of lectures and conferences, and administers research grants and prizes to support best practice and encourage new and innovative research into Scotland’s past.

The Society is an impartial voice for Scotland’s past, and acts as an advocate for the heritage sector, responding to government consultations and chairing meetings and symposia.

The Society also leads ScARF, the pioneering Scottish Archaeological Research Framework, and Dig It!, a national project celebrating and encouraging participation in Scottish archaeology.

The Society is a charitable organisation registered in Scotland (SC010440) and governed by a voluntary, elected Board of Trustees called Council. The post-holder will be line-managed by the Director, and will work with other staff members and Trustees are required.

# CURRENT PROCESSES

### Commissioning & Submissions (journals)

* Respond to pre-submission author queries and provide guidance where necessary.
* Manage one Publications Officer in checking new submissions and administration of peer review, including providing guidance on suitable peer reviewers.
* Make publication decisions on peer-reviewed submissions and communicate these decisions to authors.
* Liaise with authors as they carry out revisions, including checking revised papers to ensure they address reviewer concerns and overseeing second round peer reviews.

### Commissioning & Submissions (books)

* Discuss potential projects with authors, preferably 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 peer reviewers for comment.
* Prepare summary document for Editorial Advisory Board and send this document along with 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, including any revisions required before the manuscript can be accepted.

### Editing & Production (PSAS)

* Carry out first copyedit pass, applying house style and sending author queries on final draft of manuscript.
* Handover manuscript to freelance production staff.
* Co-ordinate copyediting queries.
* Proof-read first proofs and collate ME corrections with author corrections.
* Check corrected proofs and collate ME corrections with author corrections.
* Repeat as necessary before approving final proofs.
* With Production Manager, commission and instruct external indexer.
* Proof-read index.
* Select printer along with Production Manager.
* Manage Publications Officer to upload papers to online journal platform.

### Editing & Production (SAIR)

* Carry out first copyedit pass, applying house style and sending author queries on final draft manuscript.
* Handover manuscript to freelance SAIR editor.
* Answer queries from SAIR editor.
* Receive edited files from SAIR editor and pass to freelance SAIR typesetter.
* Co-ordinate schedule of SAIR papers including answering queries from authors and freelance staff.
* Check and approve final proofs.
* Manage Publications Officer to upload papers to online journal platform.

### Editing & Production (books)

* Check manuscript on delivery and send any queries to author.
* Handover book project to production staff.
* Answer queries from authors, copy-editors and production staff on content and style of books as they develop.
* Manage schedule of books to ensure publication deadlines are met.
* Select printer along with Production Manager.
* Determine print run and cover price in co-ordination with Director and funders.

### Publication (journals)

* Liaise with Archaeology Data Service to upload files for archiving.
* Contact authors to provide them with publication information.
* Update social media and other outlets to promote awareness of new volumes/papers.

### Publication (books)

* Provide copy for AI sheet, review sheet and publicity flyers.
* Compile lists of trade outlets to receive AI sheets; journals to receive review requests; and organisations to receive publicity flyers.
* Manage the Publications Officer in updating websites and bibliographic databases, organising gratis and review copies, generating social media content, etc.
* Attend at bookselling/Society events, including making logistical arrangements and sales tracking.

### Management, Finance & Strategy

* Line manage one Publications Officer.
* 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.
* Work with Director and Council to achieve aims stated in current Society Strategic Plan and develop new strategy.
* Main point of contact for our distributors, BookSource.
* Work closely with and manage the Editorial Advisory Board.
* Attend meetings of ADS Management Group and other organisations as needed to ensure that the Society is at the forefront of archaeological and scholarly publishing.
* Work with partners on online journal and book platforms, including areas for future development, and attend meetings of SCURL to represent the Society.
* Manage publications budget set by Council and Director (including applying for grant funding and/or liaising with Fellowship and Development Officer where appropriate).
* Prepare financial projections for the publications and contribute publications information to Society’s annual budget.
* Maintain current and develop new citation indexes and bibliographic databases as required.
* Distribute publication contracts for authors and keep track of signed contracts.
* Update and maintain online publications; improve digital publishing provision and functionality.