



## Publications Officer – Job Description

**Line Manager:** Managing Editor

**About the role:** The Publications Officer will support the publishing activity of the Society of Antiquaries of Scotland through a range of editorial and administrative responsibilities. The job involves work on the Society's two journals (the *Proceedings of the Society of Antiquaries of Scotland* and *Scottish Archaeological Internet Reports*) as well as several books each year and will include editorial, marketing and design work.

**Deadline for applications:** Sunday, 15 September 2019; interviews will be held on 18 September 2019.

**Salary:** £19,064 to £20,123 (pro rata) depending on experience, with a 10% pension contribution and childcare voucher scheme available.

**Hours:** 22.2 hours per week; this is a part-time post with flexible daytime working hours on Monday–Friday, with occasional requirement to assist at evening or weekend events. The post will be shared with a part-time employee in the same role on a flexible basis.

**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.

**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) Coordinate journal submission process, including peer review
  - a. Act as main point of contact for reviewers and authors, including providing support on online submission as needed.
  - b. Acknowledge new and resubmitted journal articles and check adherence to house- style requirements. Contact authors to resupply material as necessary.
  - c. Liaise with Editorial Advisory Board on a weekly basis to update on new submissions, and invite suggestions for reviewers.
  - d. Liaise with reviewers and manage peer review process.
- 2) Coordinate book proposal peer review process
  - a. Agree two reviewers per proposal with Managing Editor.
  - b. Liaise with reviewers and manage peer review process.

- c. Check final manuscript submission and contact authors to ensure any missing or incorrect material is provided prior to production.
  - d. Ensure that third-party material has appropriate permission documentation.
- 3) Maintain up-to-date bibliographic information for books and journals
  - a. Create and maintain project records throughout the publication lifecycle of books and journals.
  - b. Create and maintain complete book records on Society website and external distributors (Nielsen, BookSource etc).
  - c. Register DOIs upon publication as needed, and maintain DOI records.
- 4) Work as point of contact for book sales and distribution
  - a. Coordinate author copies, legal deposit copies and gratis copies for copyright holders, and arrange author and contributor discounts through the Society website.
  - b. Process website and phone orders.
  - c. Process backorders and standing orders in advance of new book publication.
  - d. Assist with direct sales as required, such as at Society events, including arrangements prior to events, handling sales, and stocktaking after events.
- 5) Carry out marketing work for Society publications and individual titles
  - a. Create AI sheet for each title and distribute to appropriate outlets and distributors as discussed with Managing Editor.
  - b. Create additional promotional material according to timeline laid out in marketing plans.
  - c. Invite requests for review copies upon publication; keep log of requests and received reviews.
- 6) Process and maintain copyright and permission requests
  - a. Process permission requests and maintain internal records.
  - b. Maintain record of copyright permissions for all books.

**Further information about the Society of Antiquaries of Scotland:**

The successful candidate will be a member of a small 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'.

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 be line-managed by the Managing Editor, and will work with other staff members and Trustees as required.