



Publications Officer Job Description

The role

This role helps facilitate timely publication of high-quality, peer-reviewed content within the Society's two journals - *Proceedings of the Society of Antiquaries of Scotland* (PSAS) and *Scottish Archaeological Internet Reports* (SAIR) - as well as books and e-books, helping the Society to deliver its strategic goals. This will include day-to-day operational administration of all the Society publications including engagement with authors, contractors and the Editorial Advisory Board.

Main Responsibilities

- Delivering the publications programme
- Ensuring the highest quality publications output across the Society
- Supporting the Editorial Manager
- Manage the peer review process for *PSAS*, *SAIR* and books
- Manage the proofreading process for *PSAS*
- Maintain and update bibliographic records as required
- Process copyright permissions requests
- Process online book orders
- Respond to enquiries regarding the Society's Publications
- Provide general administrative support to the Publications team
- Provide general support and bookselling at Society events

Person Specification

The role is familiar with standard academic publishing processes including peer review and open access and has experience of office administration. They are a key contact for authors and the Editorial Advisory Board and therefore have strong communication skills. They report directly to the Editorial Manager, sharing collective responsibility to deliver the Society's strategy and vision.

Requirements - essential

- Demonstrable experience in a supporting administrative role
- Knowledge of academic publishing including peer review processes
- Experience of project management, including working to tight budgets and timetables
- Keen eye for detail
- Excellent computer skills and the ability to pick up new programmes quickly
- Excellent verbal and written communication skills
- A proactive and analytical approach to solving problems

Requirements - desirable

- Knowledge of the Society and the Scottish heritage sector
- Demonstrable experience of publishing academic peer reviewed content
- Experience of working in a charitable organisation

- Experience in product marketing and publicity
- Experience of Open Journal Systems and Adobe applications (InDesign, Photoshop and Illustrator)
- Evidence of Continued Professional Development (CPD) relevant to the role purpose and level

Aptitude

- Ability to work flexibly, including occasional weekend and out-of-hours work
- Strong commitment to the values and ethos of the Society
- Strong team player with capacity to complete projects both collaboratively and independently
- Energy, enthusiasm and the commitment to work hard and achieve ambitious targets

Main Tasks

- Support the Editorial Manager in producing high quality publications to agreed strategy
- Manage the peer review process for the PSAS, SAIR and books including communication with Editorial Advisory Board
- Assist with the promotion of books (including ebooks) working to agreed budgets, timetables and targets
- Prepare for, attend and sell books at Society and other events
- Process online book orders and act as point of contact for book sales and distribution
- Update and maintain online hosting platforms, especially at new release including uploading of PDF, XML and Supplementary Material files for PSAS to online portal, as well as adding the metadata for each article
- Maintain up-to-date bibliographic information for books and journals
- Sending files to Archaeology Data Service (PSAS and SAIR) as well as BDS (ebooks) for archiving
- Process incoming and outgoing copyright permission requests
- Liaise with authors to coordinate proofreading of PSAS articles
- Communicate effectively with freelancers, including copy-editors, proof-readers, typesetters, indexers and cover designers as required
- 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
- Attend meetings with external organisations as required
- Pull quarterly download figures for *Archaeologia Scotica*, PSAS, SAIR and e-books and report to line manager at agreed intervals (currently annual)
- Provide secretariat administrative support for the Publications Strategy Committee
- Attend other Society Committees as required
- Correspond with Fellows that have either not received their hard copy or whose copy was returned to the Society in November
- Carry out administrative tasks as requested, such as filing of closed projects, ordering book packaging materials and responding to general queries for the publications team

- Other reasonable tasks as required and mutually agreed with line manager or Director

