JOB DESCRIPTION

JOB TITLE: Publications Manager 0.5 FTE
HOURS: 17.5 hours per week
SALARY: £31,000 (pro-rata equivalent to £15,500)

The re will be opportunities for project-funded editorial work on specific projects over and above the core hours of the post.

RESPONSIBLE TO: General Secretary, Society of Antiquaries of London

KEY RELATIONSHIPS:
- General Secretary
- Head of Finance and Operations
- Director (Research and Publications)
- External authors, publishing houses, distributors etc.
  Also:
- President and other elected officers of Council
- Senior Executive Team

RESPONSIBLE FOR: Sub-contracted editorial assistance for monographs when appropriate

OVERALL PURPOSE OF THE JOB
The Society is a 300-year-old fellowship of around 3000 individuals that act together to encourage the study and knowledge of the material past of Great Britain and other countries.

The Publications Manager will be responsible for managing the publications programme of the Society, principally its Journal and its monograph series. The post-holder is responsible for managing and editing The Antiquaries Journal, which is produced in conjunction with Cambridge University Press, and for managing and co-ordinating the Society’s monograph publications programme. The post-holder will also oversee the digitisation of our past publications and making them Open Access, and will help the Society develop new business models for an Open Access monograph series as well as traditional print publications. These core responsibilities together constitute a 0.5FTE post.

The post-holder is also responsible for commissioning and managing editorial work on individual monographs. Each monograph is produced to an individual project plan and is project funded. Editorial and production work on individual monographs can be undertaken on a project-funded basis by the post holder in addition to the core hours of the post(at the same rate and associated benefits), or contracted out under their management. In the next financial year we estimate there will be 100 hours of additional work related to monographs production.
MAIN DUTIES AND RESPONSIBILITIES

1. To take overall responsibility for the digital and print publications programme of the Society.
   Responsibilities include:
   
   - Working with the General Secretary and Director (Publications and Research) to develop the Society’s publications strategy to raise the prominence of the Society in the Heritage Sector and provide public benefit.
   - Taking responsibility for the financial aspects of the Society’s Publications programme, and working with the Society’s Head of Finance and Operations to prepare and review budgets.
   - Managing other staff employed to work on Society Publications.
   - Preparing reports for, and attending meetings of, the Publications Committee (twice a year).

2. To oversee production of the Antiquaries Journal published with Cambridge University Press.

   *The Antiquaries Journal* is a peer-reviewed academic journal which aims to reflect the multi-disciplinary nature of the study of material culture, publishing a balanced mix of papers from all periods, from prehistory to the recent past (http://journals.cambridge.org/action/displayJournal?jid=ANT). The journal seeks papers that address research questions from a variety of perspectives, combining, for example, historical, art historical, architectural, linguistic, archaeological and scientific data.

   Responsibilities include:
   
   - Receiving submissions, organizing their peer review, communicating decisions and advice to contributors and working with them to ensure the delivery of finished texts.
   - To work closely with the Reviews Editor (a voluntary post from amongst the Fellowship) and Librarian to ensure an appropriate range of new publications are reviewed in a timely fashion.
   - Proofreading, copyediting, on screen corrections and generally preparing journal copy for timely despatch to CUP.
   - Monitoring the quality of materials produced by CUP in hard copy, on their website.
   - Maintaining good communications with CUP, with special reference to: their financial reporting to the Society, and the marketing and quality control of both *Antiquaries Journal* and also their digital archive of our past Journals (*Archaeologia, Proceedings of the Society of Antiquaries of London and Antiquaries Journal*).

3. To oversee production of the Society’s monographs.

Responsibilities include:

- Receiving submissions, organizing their peer review, communicating decisions and advice to contributors and working with them to ensure the delivery of finished texts.
- Either editing or else commissioning and supervising any casual editorial staff, in the processes of proofreading, copyediting, on screen corrections and generally preparing copy for timely despatch to printers.
- Managing the scheduling of the publications programme.
- Managing relations with publishing partners. Existing relationships include ones with Historic England, Brepols and Boydell & Brewer.
- Managing relationships with distributors. Existing relationships include ones with Oxbow Books, while future relationships may include a print on demand service and a digital discovery service.
- Managing the production processes required for the implementation of the publications programme, including setting technical specifications, and buying ISBNs, DOIs, externally sourced printing and binding services, print on demand services.
- Working with the General Secretary and Director to ensure the publication series remains innovative engaging in changing technologies such as e-delivery, print on demand and other technologies that seem appropriate.
- Keeping informed about national and international developments in the publishing world of the Digital Humanities and advising the General Secretary and Director on new opportunities.
- Developing, costing and managing a programme to digitise and promote our past publications in Open Access to provide public benefit to our 300 years of publishing outputs (particularly our Research Reports Series and Occasional Publications, c.90 volumes since 1913).

4. Contributing content on publications to the Society’s website and e:newsletter (Salon)

5. Any other duties consistent with both the grade and scope of the post. A flexible attitude to working hours will be required, including occasional working beyond the normal working hours during busy periods

**PERSON SPECIFICATION**

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training, Experience and Qualifications</strong></td>
<td>Experience in digital publishing</td>
</tr>
<tr>
<td>Experienced in copy-editing/layout/design</td>
<td>Experience project managing in publishing</td>
</tr>
<tr>
<td>Ability to work unsupervised, on own initiative</td>
<td>Knowledge of the Open Access</td>
</tr>
<tr>
<td>Attention to detail</td>
<td>A first degree in a discipline relating to</td>
</tr>
<tr>
<td>Ability to prioritise</td>
<td>the material past (e.g. History, History</td>
</tr>
<tr>
<td>methodical approach and organizational skills</td>
<td>of Art, Archaeology)</td>
</tr>
<tr>
<td>Evidence of ability to cope well under pressure.</td>
<td></td>
</tr>
<tr>
<td>Graduate calibre, with a demonstrable interest in the</td>
<td></td>
</tr>
<tr>
<td>material past</td>
<td></td>
</tr>
</tbody>
</table>
### Technical Knowledge and Skills

<table>
<thead>
<tr>
<th>Knowledge of commissioning and producing publications</th>
<th>InDesign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word processing (Microsoft Word); Excel; email;</td>
<td></td>
</tr>
<tr>
<td>Photoshop and digital imaging;</td>
<td></td>
</tr>
<tr>
<td>High standard of written and spoken English</td>
<td></td>
</tr>
</tbody>
</table>

### Interpersonal Skills

<table>
<thead>
<tr>
<th>Good interpersonal skills</th>
<th>Experience dealing with academic authors</th>
</tr>
</thead>
</table>

### Particular Circumstances to consider

<table>
<thead>
<tr>
<th>Commercial awareness and the capability to adapt to a changing publishing environment</th>
</tr>
</thead>
</table>

### Physical/ Health Requirements

26/04/2016