



*Leading publisher of academic
archaeology worldwide*

Job Description

Editorial Assistant

ROLE

You will provide support for the editorial team by managing the correspondence, files, database records, and processes relating to projects at all stages of the editorial pipeline. This will include but not be limited to:

- Monitoring and managing the editorial email inbox, corresponding with authors, and answering/forwarding other email correspondence
- Receiving, recording, and assessing new book proposals
- Preparing & sending out draft MSS for peer review
- Receiving and summarising peer reviews, and discussing revision plans with the editorial team
- Preparing contracts and corresponding with authors from contract stage through to final submission of their revised MSS
- Preparing MSS for handover to typesetters and liaising with the Production team during the production phase
- Processing copyright permissions requests
- General filing and organisational tasks as required.

Experience of working for a publisher (ideally in an administrative and/or editorial role) and/or knowledge of publishing would be an advantage, but full training will be provided.

PERSON SPECIFICATION

Essential

Excellent organisational skills, proven ability to multitask and prioritise, and a commitment to quality, responsibility, and efficiency

High-level communication skills in English, written and spoken

Ability to work comfortably in a small team, with flexibility and initiative, and with minimal supervision

BA-level or higher qualifications; preferably in a relevant subject, whether in publishing or in archaeology/anthropology/classics/history or another related field

Desirable

Proficiency in using Microsoft applications, especially Excel, Word, and Outlook, as well as other applications such as Adobe Acrobat

An interest in, knowledge of, or past experience relating to archaeology and/or a related field

Experience of academic research, and/or an understanding of academia and academic publishing, whether in the UK or abroad

Some knowledge of any of the following languages: French, Spanish, Italian, German

Position: Part or full-time (salary will be pro-rated); possibly freelance

Salary: £21,500 – 24,000/year

Start date: 1st April 2019

Closing date: 17th February 2019

To apply, please email your CV, your salary expectations and a covering letter outlining how you meet the requirements outlined above and why you would like to work in academic publishing to birgit@barpublishing.com