

Job Summary for Chief Editor

Position Summary

Aspectus was initially conceived as a professional outlet for the thriving postgraduate History of Art department at the University of York. Our editorial board seeks to publish a body of work that represents the vast array of research being conducted by both the students and alumni of the programme. Two chief editors are required to manage the editorial board and oversee the publication process. These two individuals will work together to manage the direction and image of the journal, to organise and supervise the proceedings of the editorial board, and to ensure that all articles intended for publication are of exceptional academic quality and are released on time.

Responsibilities and Duties

The chief editors will be responsible for:

- Initially organising and then managing the journal's editorial board – this will be done using regular progress reviews, conducted via Zoom/e-mail/telephone.
- Reviewing all articles after initial editing by Associate Editors and prior to the peer review process for better presentation and offer feedback on the quality of the article.
- Reviewing all articles and any featured images for accuracy and originality, as well as potential libel or copyright issues. Throughout the editing process, the chief editors will provide the editorial board members with suggestions, if needed, about any changes to make before the article they are overseeing is released digitally. Layouts and design of all articles will need final approval by the chief editors.
- Discussing issues, plans, and any other relevant business relating to the publication with each other, the reviews editor, the editorial board members, academic staff from the University of York's department, and also with the wider postgraduate student body via regular update e-mails. From these discussions, the chief editors will compile feedback and adjust the editorial approach as/if it proves necessary. This journal is a communal effort and requires a level-headed, democratic, and open-minded approach in its leadership strategies.
- Planning events beneficial to the journal and the student body.
- Handling reader complaints and taking responsibility for issues that may have arisen during and after publication.

Required Qualifications and Skills

The chief editors must:

- Be current PhD candidates at the University of York's History of Art Department
- Be able to commit to seeing the journal through the publication process (October 2025 - October 2026)
- Have exceptional writing and editing skills demonstrable via their academic and practical CVs
- Have exceptional organisational skills and attention to detail
- Have the demonstrable ability to lead a team and to listen to the suggestions and opinions of others
- Have experience of providing productive feedback
- Have the ability to work to and follow a tight schedule

Application Process

To apply for one of the editorial board member positions, please fill out [this form](#).

The deadline for applications is the **31st of October 2025**.