Editor (Gothic Studies)	
Role Description	

Role Summary:		Management of <i>Gothic Studies</i> on behalf of the International Gothic Association, ensuring the review, editing, and production of three issues annually, leading the editorial team, and liaising with Edinburgh University Press.			
Main Duties and Responsibilities					
	Day-to-day decision-making and management of the journal.				
	Oversee the editorial process for journal articles from submission to publication.				
	Lead and work closely with the editorial team (Reviews, Associate, and Assistant Editors).				
	Oversee and manage the work of the Assistant Editor.				
	Review, copy-editing, and proofreading of articles.				
	Liaise with and advise authors and guest editors.				
	Liaise with the journal's Editorial Board and Advisory Board.				
	Liaise with Edinburgh University Press, including journals production and marketing staff.				
	Liaise with IGA Executive Committee and report to IGA AGMs.				
	Attend meetings with IGA and EUP; running ad hoc workshops.				
	Produce and update written guidance and copy for the journal's web pages.				
	Promote and communicate about the journal via social media.				

## **Person Specification**

Attributes	Essential Selection Criteria	Desirable Selection Criteria
Education/ Qualifications	PhD in a relevant subject	
Experience	Experience of working on a journal editorial team.	Experience of leading teams.
	Extensive experience of editing academic writing.	Experience of recruiting and managing staff.

	Familiarity with the UK academic publishing environment.	
Skills/Personal Requirements	In-depth knowledge of the international field of Gothic studies.  Excellent writing, copy-editing, and proofreading skills.  Excellent interpersonal, team-work, and leadership skills.  Excellent IT skills including office software and social media platforms.  Excellent organisation, prioritisation and time management skills.	
	Strong attention to detail.	

Essential Selection Criteria are mandatory requirements for a post-holder. If a potential candidate does not evidence all of these requirements in their application form they do not meet the essential criteria of the role and, therefore, will not be short-listed for interview.