

Editor (<i>Gothic Studies</i>)	
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.
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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. Extensive experience of editing academic writing.	Experience of leading teams. 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.	

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- ❖ *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.