



*Leading publisher of academic
archaeology worldwide*

Job Description

Editorial Assistant

THE COMPANY

BAR Publishing is a leading publisher of frontline research in academic archaeology from around the world, with a prestigious list of over 3,800 titles. We are a small, award-winning business based in Oxford with a 50-year history. Recently, we launched the BAR Digital Collection for libraries, which is the largest digital collection of archaeological research in the world. We are excited to be expanding into new markets and enjoy the agility and flexibility we have as a small, independent company. Every team member is core to the business, and we have a strong, collaborative, mutually supportive team ethos.

ROLE

We are seeking an enthusiastic, organised and detail-oriented Editorial Assistant to join our team. The Editorial Assistant will play a crucial role in supporting the editorial process from manuscript review to submission as well as the publishing programme more generally. The position offers an excellent opportunity for someone with a keen interest in academic publishing and archaeology to gain valuable experience in the industry, with opportunities to learn and develop within the team.

Responsibilities:

1. Coordinate peer review of manuscripts:
 - Includes identifying and contacting potential reviewers, preparing the manuscript to send out, keeping track of deadlines, and collating review responses to present to the authors.
2. Organise journal reviews for published books:
 - Coordinate the process of soliciting and organising journal reviews for published books, including identifying suitable journals and contacting editors or review coordinators. Tracking and following up requests to ensure timely responses.
 - Maintain records of review requests and outcomes and provide updates to authors and the editorial team.
3. Administrative Tasks:
 - Maintain accurate records of manuscript submissions, reviews, and publication schedules.
 - Managing copyright permissions requests in a timely manner.
 - Keeping author information and guidelines documents up to date.
 - Proof reading of short documents such as flyers, blurbs, author advice.
 - Monitoring and maintaining office supplies.
4. Communication:
 - Serve as a point of contact for authors and reviewers, providing timely and professional communication throughout the editorial process.
 - Collaborate effectively with colleagues in editorial, production, marketing, and sales departments.
 - Contribute effectively to team meetings with knowledge of project status and interest in the external context in which we are publishing.
5. Support Editor and Editorial Director with administrative and other tasks:
 - Help prepare materials for academic conferences and workshops, such as book lists, packing books and couriering conference materials.

- Collaborate with the Editor and Editorial Director on special projects, market research and initiatives to enhance the publishing program and streamline editorial processes.
- Scheduling meetings and organising travel arrangements.
- Occasionally help out cross-functionally in the busy, small team.
- Occasional opportunities to attend academic conferences in UK and overseas.

PERSON SPECIFICATION

Requirements:

- Interest in academic publishing and archaeology.
- Demonstrable excellence in written and verbal communication skills.
- Enthusiasm and willingness to learn.
- Exceptional organisational skills with attention to detail and ability to manage multiple tasks simultaneously.
- Strong interpersonal skills, especially team working.
- Proficiency in Microsoft Office suite and familiarity with editorial software (e.g., Adobe Acrobat, InDesign) is preferred, or the ability to learn these quickly.
- Undergraduate degree essential, subject areas such as archaeology, history, classics, and English would be desirable. Skills in the languages we publish in (French, Spanish, German, Italian) would be a bonus.
- Some kind of previous experience in publishing or editorial assistance is a plus.

HOW TO APPLY

To apply, please email your CV, your salary expectations and a covering letter outlining how you meet the requirements defined above and why you would like to work for BAR Publishing to birgit@barpublishing.com.

POSITION	Full-time
JOB LEVEL	Entry level, but some experience preferred.
SALARY	TBC – depending on experience.
START DATE	Immediately
WORKPLACE	Hybrid - working at least two days from office in Oxford, UK
CLOSING DATE	12 May 2024