



*Leading publisher of academic
archaeology worldwide*

Job Description

Editor

THE COMPANY

BAR Publishing is a leading publisher of frontline research in academic archaeology from around the world with a prestigious list of over 3,600 titles. A family run business for 45 years, we recently launched the BAR Digital Collection for libraries, 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.

THE OPPORTUNITY

This key role is perfect for someone who thrives in a busy and responsible role, is detail orientated with strong admin and organisational skills. You will enjoy managing projects to deadlines and excel at prioritising and time-management. Good editorial judgement and the confidence to make recommendations is important. We are looking for a person who builds good relationships with authors, is diplomatic and friendly, and also capable of showing resilience and tenacity.

ROLE

You will be responsible for managing 50+ projects in parallel, from proposal stage to handover to Production.

This role includes but is not limited to:

- Managing the peer review process, from sourcing reviewers, adapting questionnaires, sending out the manuscripts to summarising the key points from the reviews
- Continuous communication (written and verbal) with authors to ensure timely delivery of manuscript to specification
- Participating in discussions with other functions to decide if and how to publish a proposed manuscript
- Receiving, downloading, filing, and checking manuscript files, images, permissions and submission forms
- Preparing contracts
- Keeping publishing system up-to-date at all times and general e-filing
- Preparing manuscripts for handover to production
- Liaising with the Production team to answer any editorial queries relating to books in production
- Managing the busy editorial email inbox
- Taking a continuous improvement approach to enhance processes and update best practice documents
- Processing external copyright permissions requests

PERSON SPECIFICATION

Essential

- Solid experience in an editorial role in academic publishing
- Track record of managing all stages of multiple projects simultaneously to deadline
- Highly organised and able to prioritise workload effectively, thriving in a fast-paced environment
- High-level communication skills in English, written and spoken
- Have strong relationship-building and interpersonal skills
- Demonstrate good editorial judgement
- Have meticulous attention to detail
- Work effectively on your own, but be naturally collaborative
- Friendly, diplomatic and professional
- Degree level or higher qualifications; preferably in a relevant subject, whether in publishing or in archaeology/anthropology/classics/history or another related field

Desirable

- PhD
- An interest in, knowledge of, or past experience relating to archaeology and/or a related field
- Some knowledge of any of the following languages: French, Spanish, Italian, German

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 – with some flexibility of working hours
JOB LEVEL	Experienced
SALARY	In region of £25,000 dependent on skills and experience
START DATE	Immediately
WORKPLACE	Oxford office, remote option – during COVID mainly work from home
CLOSING DATE	30th January 2022