

MANAGING EDITOR (freelance contract)

Journal of Global History

Cambridge University Press is seeking a freelance managing editor to oversee the administration of the *Journal of Global History*. This individual will work alongside an international team of editors, playing a central role in the publication of one of the world's leading history journals.

Key Duties

- Administrative processing of articles through an online submission and peer review system: performing first-round checks on new submissions; distributing manuscripts amongst the editors; managing ongoing correspondence between the editors, authors, and reviewers; and tracking resubmissions, proofs, and corrections.
- Representing the first point of contact at the JGH virtual editorial office; responding to enquiries; logging submissions; maintaining the accuracy of database information; and keeping the JGH website and style guide updated.
- Monitoring the editorial process; ensuring an efficient, timely, and smooth process for all involved; liaising between the various stakeholders (including the editors, editorial board, authors, reviewers, interns, the copy editor, and publisher on issues such as corrections and proofs, ethics and copyright, image sourcing, and open access); and training new team members.
- Promoting the journal via social media and networking events.
- Working with editors and publishing team to implement journal-level strategies, including tracking agreed actions.
- Attending and contributing to regular virtual editorial meetings, and helping to organise, produce statistical reports for, and keep minutes at the annual board meeting.

Knowledge and skills for this job

- A masters/doctoral degree in History or an adjacent field
- Experience with ScholarOne online submission system
- Experience with editorial or academic administration
- Excellent time management and prioritisation skills
- Excellent communication skills
- Excellent ability to work independently and be detail-oriented

It is anticipated that such duties will require the equivalent of 75 hours per month, but can be apportioned to fit the candidate's preferred work patterns. There will be some predictable ebb and flow in the distribution of these hours according to the publication cycle. The successful candidate will be expected to work remotely on a freelance basis.

Payment will be made at an hourly rate up to a maximum number of hours per issue. Over 12 months, three issues will be published and payment is expected to be in the region of £16,000.

Please direct all applications to Georgia Priestley, Publisher, Cambridge University Press, georgia.priestley@cambridge.org.

Closing date: 21 February 2024