



CBA YORKSHIRE JOB DESCRIPTION

HONORARY EDITOR / ASSISTANT EDITOR

OVERALL PURPOSE OF POST

The overall purpose of this post is to coordinate the compilation and publication of CBA Yorkshire's annual *FORUM YORKSHIRE* archaeology journal. The journal is presently produced as a bound hard copy and as an electronic edition (PDF format and e-magazine). The editor will solicit suitable content submissions from the varied organisations across Yorkshire or those conducting archaeological research/fieldwork related to the county, and oversee the evolution of FORUM against the objectives of the group.

MAIN ROLES AND RESPONSIBILITIES

- 1) Solicit article contributions from individual practitioners and organisations such as commercial units, archaeological trusts, local authority archaeology units, regional societies and groups, community groups, museums, Portable Antiquities Scheme (PAS), HLF-funded projects, education providers, academic researchers and sole operators.
- 2) Maintain good relationships with other groups and Societies (including those that publish themselves) to ensure a complementary, collaborative approach while maintaining FORUM's unique style and content.
- 3) Use email and social media to extend call-for-papers messages to potential contributors. Maintain contributor guidelines, article templates and related web-content.
- 4) Ensure consistent style and content for articles accepted for publication (at Editor's discretion) and provide advice for first-time or inexperienced authors.
- 5) Assist Committee Members in the postal mailing of hard-copy journals. Dispatch reference copies upon publication to the British Library and other reference repositories as required.

PERSONAL REQUIREMENTS

- 1) Familiarity with Yorkshire heritage and archaeology, and with the spectrum of practitioners, service providers and related structures across the County.
- 2) Experience with up-to-date software applications (social media an advantage) such as: Microsoft Word (and similar desktop publishing apps); image editing and enhancement software (e.g. Adobe photoshop, Corel paintshop), Email, cloud file-storage (e.g. Dropbox, ADS archiving). A stable laptop or desktop computer with up-to-date Security software (and printer) and broadband Internet connection, are essential.
- 3) Familiarity with the hard copy print process, file management and related terminology is an advantage.
- 4) Eye for detail and time commitment (usually winter and spring) for the editing and proof-copy review cycles.

PERSONAL DEVELOPMENT

The post will give you experience of:

- 1) Building relationships with the many and varied archaeological and heritage practitioners across Yorkshire.
- 2) Developing strong written, verbal and organisational skills, and familiarity with current online/electronic practices and publication trends.
- 3) Engagement and best-practice sharing with other CBA regional groups.