

## **Editor wanted for *Circa: the Journal of Professional Historians***

### **Job description:**

Professional Historians Australia is looking for a new editor for our journal *Circa*.

*Circa* aims to publish work that reflects the many styles, themes and formats embraced by professional historians. The journal provides a forum for Professional Historians Association (PHA) members throughout Australia to publish work that reflects the diverse ways in which professional historians engage with history and practice in areas such as cultural heritage, museums, oral history, commissioned history, the media, education and government.

Submissions may discuss pertinent ethical or philosophical questions, exhibitions or historical drama; be a piece of creative or reflective writing; explore the use of common or unusual sources; or examine a topical issue. Reviews of exhibitions, historical drama, books and other publications will also be included.

The editor will be required to:

- Coordinate the call for and submission of papers for each issue of *Circa*
- Be the liaison between the Editorial Board and the authors
- Copy-edit all articles and final submissions for the journal
- Work with all authors to ensure all images are high resolution and have appropriate copyright clearance
- Write the editorial for each issue
- Work with the designer on the design and layout of the journal
- Organise ISBN and required imprint details
- Coordinate the printing of the journal
- Ensure legal deposits of the journal are made at the National Library Australia
- Meet all budget and deadline requirements
- Communicate regularly with the PHA national committee, including attending at least one meeting (online) per annum.

### **Requirements and skills**

#### **Required:**

- Applicants must be a current financial PHA member
- Strong writing/editing skills
- Excellent communication skills
- Good time-management
- ABN

#### **Desired:**

- Editorial experience

#### **Salary:**

This position pays a fixed fee of \$5,000 per issue.

#### **Publication schedule:**

It is expected that there will be an issue of *Circa* published biennially (every two years). With the next issue published in 2024, containing papers from the PHA Conference in September 2023.

**Journal length:**

As a guide it is expected that each issue of *Circa* will contain around ten peer-reviewed journal articles. Prospective applicants should refer to past issues for their reference.

**Application process:**

Applications must submit an Expression of Interest (max 300 words) stating why they are interested in this role, along with a current CV.

**Contact:**

Any questions please contact Lucy Bracey 0402 346 239 or [lbracey@waybackwhen.com.au](mailto:lbracey@waybackwhen.com.au)

Email all applications to: [admin@historians.org.au](mailto:admin@historians.org.au)

**Applications close: 31 March 2023**