

Position Description

Chief Layout Editor (Stage I)

The Royal Studies Journal is looking for a co-Chief Layout Editor (Stage I) to join the production team and lead the Layout team. As a voluntary senior-level post, the Chief Layout Editor role is a key part of the production process and works collaboratively with the co-Chief Layout Editor (Stage II) to digital produce each issue of the RSJ. The layout team functions within two stages. Stage I is the initial digital formatting of each journal submission for a particular issue. Stage II involves the correction, editorial changes and final publication of the journal issue. Given the nature of the post, it therefore requires specific time commitments of about 2-4 hours per week during the production period (March-May and August-November). However, there is a fantastic team and structure in place that would make the transition seamless. Additionally, there are opportunities for the Chief Layout Editor (Stage I) to make improvements and contribute to the development of the Layout team and ultimately help the RSJ grow.

Here are some of the duties the Chief Layout Editor (Stage I) is responsible for:

- Supervising the layout assistants during the production period
- Participating in production team meetings and communicating with the Editor-in-Chief (Ellie Woodacre), Production Lead (Aidan Norrie), and co-Chief Layout Editor-Stage II (Diana Flores Pelaz)
- Assist with the production cycle by also producing layouts for the production cycle, along with proofing initial layouts produced by the team
- Oversee the administration of the layout department (i.e. updating manuals, policies, tracking)

Ideally, the person taking on this role would be enthusiastic, encouraging, collaborative, a team player and have these desirable traits/skills (a full position description is available upon request):

- Excellent written and communication skills
- Good IT skills and experience in using digital programmes and technology software, ideally proficient with Microsoft Word, Excel, and Adobe PDF
- Experience with supervising a small team of staff through establishing clear expectations, delivering staff training as necessary, and providing staff support/encouragement
- Sharp eye for composition and strong attention to detail, be efficient
- Ability to be flexible and adapt to adapt readily to changing circumstances in order to prioritise tasks, to undertake additional assignments, and meet tight deadlines
- Ability to take initiative and able to meet deadlines

Does this sound like you? We would love to have you as part of the Layout Team.

If you are interested and want to know more about any of these roles, email Dustin Neighbors (dustin.neighbors@york.ac.uk), Diana Flores Pelaz (pelaz.flores.diana@gmail.com) or Ellie Woodacre (editor.rsj@winchester.ac.uk). We aim to have the position filled and prepared before the next production cycle begins (March 2020).



ROYAL STUDIES NETWORK